

**HEATING & AIR CONDITIONING CONTRACTORS OF MARYLAND, INC.  
 APRENTICESHIP PROGRAM ON-THE-JOB TRAINING (OJT) FORM**

Name: \_\_\_\_\_ Month/Year: \_\_\_\_\_

**HOURS WORKED IN EACH TYPE OF OPERATION**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>TOTAL</b>
<b>1</b>										
<b>2</b>										
<b>3</b>										
<b>4</b>										
<b>5</b>										
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<b>28</b>										
<b>29</b>										
<b>30</b>										
<b>31</b>										
<b>TOTAL</b>										

The below signed supervisor certified this apprentice has worked the above OJT hours at the hourly rate of \$ \_\_\_\_\_ which is in compliance with the HACC of Maryland progressive wage scale.

Supervisor Comments – Circle the appropriate response regarding this apprentice:

Work Habit and Attitude	Poor	1	2	3	4	5	Excellent
Production	Poor	1	2	3	4	5	Excellent
Absences	Unacceptable					Acceptable	

Supervisor's Signature: \_\_\_\_\_ Company: \_\_\_\_\_

Apprentice's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS FOR ON-THE-JOB TRAINING (OJT) FORMS

### Every Day:

Record the number of hours you have worked/trained on each type of operation. Start with the first day of the month that you work. For example, if the first workday of the month is Monday, the 2<sup>nd</sup>, start in the #2 row. Round off to quarter hours (.25 is 15 minutes, .50 is 30 minutes, .75 is 45 minutes).

**Do not include** days off, holidays or vacation days that you do not work. **Do include** any overtime hours you work.

### Every Month:

1. Total each column across and down. Check your math. The total column across and the total column down should add up to the same number.
2. Have your supervisor fill out the lower portion of the OJT (**including the hourly wage**) and sign it.
3. Be sure you sign the OJT.
4. Make a copy for your file.
5. Mail the original to HACC of MD office by the tenth of each month for the previous month.

### TYPES OF WORK OPERATIONS

### TOTAL # OF HOURS REQUIRED

A. Use and Care of Tools and Equipment Training .....	400
B. A/C and Refrigeration Systems.....	3,000
C. Air Ducting, Movement and Treatment.....	900
D. Refrigeration Controls .....	900
E. Motors, Controls, and Wiring .....	900
F. Heating and Fuel Burning Equipment.....	800
G. Heat Pumps .....	800
H. Piping, Installation and Service .....	250
I. Safety Training.....	50
<b>TOTAL HOURS AFTER FOUR YEARS.....</b>	<b>8,000</b>

*Example for one day: If your supervisor spends 1 hour showing you how to use your tools, you then work 3 hours on wiring, and 4 hours on refrigeration controls on the 4<sup>th</sup> of the month, put a 1 in the #4 row in Column A, a 3 in the #4 row in Column E, a 4 in the #4 row in Column D, and an 8 in the #4 row in the Total Column.*

Return this form by the tenth of every month to:

**HACC of Maryland  
Apprenticeship Program  
P. O. Box 730  
Severna Park, MD 21146  
FAX: (410) 431-8893**

If you have questions on filling out this form, call the Chapter office at (410) 431-8889.