

OJT REPORT

Card must be filled out completely. Pay increases are based on your OJT hours, send in timecards every 2 weeks. Include start & end dates for each week.

Print Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Check here if you have a new employer: \_\_\_\_\_ Check if you need OJT cards: \_\_\_\_\_

Apprenticeship number: \_\_\_\_\_ Apprentice Signature: \_\_\_\_\_

Date	Type of work performed	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun	Hours
Week 1									
Week 2									

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Change of address or phone #:

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