

## ARIZONA BUILDERS' ALLIANCE APPRENTICES AND TRAINING PROGRAM

NAME \_\_\_\_\_

OJT FOR THE MONTH OF \_\_\_\_\_ 20\_\_\_\_\_

Employer \_\_\_\_\_ Day time Phone \_\_\_\_\_ Current Hourly Pay rate \$ \_\_\_\_\_

Please check here if your employer has changed since your last submission New employer: \_\_\_\_\_

### OJT Hours This Month

Category Electrical	Hours Required	Hours to Date	Week 1	Week 2	Week 3	Week 4	Week5	Hours this Month	Total Hours To Date
Preliminary Work	600								
Residential & commercial Wiring	2500								
Residential & Commercial Finish Work	1500								
Industrial Lighting Service Installation	2000								
Trouble Shooting	1000								
Motor Installation & Control	400								

Apprentice Signature \_\_\_\_\_ Date \_\_\_\_\_

### Supervisor's Evaluation

Apprentice Evaluation <i>Place a check mark in the appropriate column</i>	Exceeds Expectations	Meets Expectations	Below Expectations	Unacceptable
<b>SKILLS</b>				
Demonstrates job knowledge				
Follows instructions given				
Organizes work (relative to other employees at his/her level)				
Versatile in the trade (compared to others with same experience)				
<b>PERFORMANCE</b>				
Quality of work				
Accuracy of work				
Carries his/her share of the workload				
Has and brings correct tools to the job				
Demonstrates physical ability to perform assigned tasks				
<b>WORK BEHAVIOR</b>				
Safe work habits				
Attendance				
Punctuality				
Leadership qualities				
Demonstrates practical approach towards accomplishing tasks				
Demonstrates self confidence				
Assumes and demonstrates responsibility				
Demonstrates ability to learn new tasks				

Supervisor's Name (Please Print) \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

# ARIZONA BUILDERS' ALLIANCE

## APPRENTICES AND TRAINING PROGRAM

Please return completed form to the ABA Training Depart, 1825 W. Adams, Phoenix, AZ 85007  
or FAX to 602-274-8999 on or before the 10<sup>th</sup> of each month.

### 1. Preliminary Work

- a. Learning the names and uses of the equipment used in the trade, such as kind, size, and use of cable, wire, boxes, conduits and fitting, switches, receptacles, service switches, cutouts, etc
- b. Learning names and uses of the various tools use in assembling this material, care of these tools, and other instructions necessary to familiarize the apprentice with the material and tools of the trade.
- c. Care of tools, materials, and Safety

### 2. Residential and commercial rough wiring

- a. Assisting in getting the material from stockroom
- b. Loading truck and unloading material and equipment on the job
- c. Laying out the various outlets, switches, receptacles, and other details of the job from blueprints or by direction of the superintendent of construction.
- d. Laying out the systems with materials to be used, where they are to be placed, and other details as to how they shall be run.
- e. Cutting wires, cables, conduit and raceway; threading and reaming conduit, boring and cutting chases under the direction of the journeyman.
- f. Installing various kinds of wires, cables and conduits in accordance with requirements
- g. Assisting journeyman in pulling wires, attaching wires to fishtape, and keeping wires from kinks or abrasions
- h. Connecting conductors to switches, receptacles, or appliances with proper methods of splicing, or soldering, and typing.
- i. Installing service switches or lead center and subfeeders and fastening up these parts, running raceways and pulling in conductors under the direction of journeyman electricians.
- j. Assisting in preparing lists of materials used, including names, number of pieces, or number of feet, etc. for office records
- k. Loading unused material and cleaning up job area.
- l. Care of tools, materials and Safety.

### 3. Residential and commercial finish work

- a. Connecting and setting switches, receptacles, plates, etc
- b. Installing proper size and types of fuses for each circuit
- c. Installing and connecting various kinds of fixtures
- d. Tracing the polarity of conductors and devices
- e. Testing the circuit for grounds and shorts and locating and correcting job defects.
- f. Assisting journeyman in installing and completion of work in accordance with the rules and regulations of the National Board of Fire Underwriters and special local regulations-proper sizes of wires, service, conduits, etc.
- g. Care of tools, materials and Safety

### 4. Industrial lighting and service installation

- a. Installing rigid conduit, electric metallic tubing, BX armored cable wire molds on all types of heavy electrical equipment and major-size service entrance
- b. Wiring all types (gas, oil, stoker, etc.) of heating equipment
- c. Installing wiring and controls for air conditioning
- d. Care of tools, materials and Safety

### 5. Troubleshooting

- a. Repairing all kinds of electrical work
- b. Checking out trouble and making repairs under supervision of journeyman.
- c. Checking out trouble and making repairs without supervision
- d. Care of tools, materials, and Safety

### 6. Motor Installation and Control

- a. Installing Overcurrent devices
- b. Checking for proper installation and rotation
- c. Installing replacement motors
- d. Analyzing motor circuits and troubleshooting
- e. Installing emergency generators and controls
- f. Installing pushbuttons, pilot lights, relays, timing devices, and interlocking controls
- g. Care of tools, materials and Safety.