

Creating an Account and Approving OJT's

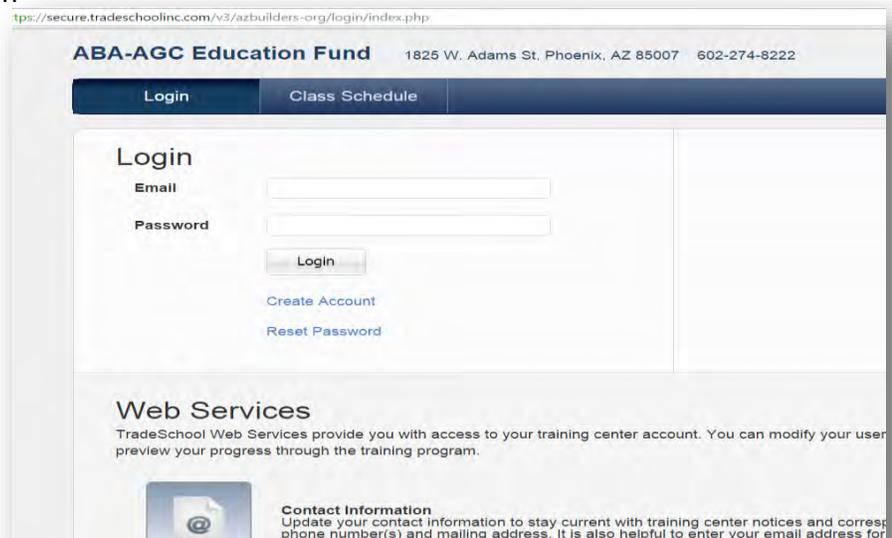
1. Go to www.azbuilders.org



2. Hover over the "Apprenticeship" tab and select "Student/Instructor Login"



3. Arrive at "Login" Screen



“Apprentice Evaluation” tab:

ABA-AGC Education Fund 1825 W. Adams St, Phoenix, AZ 85007 602-274-8222

Logout Class Schedule My Account Apprentice

Logged In: Test Contractor

Personal Certification CEU Training Web Invoices Resume Builder **Apprentice Evaluations**

Address

Street	City	State	Zip	County
1825 W Adams ST	Phoenix	AZ	85007	

Contact & Detail

Location	Main Phone	Date of Birth	Main Email
Home	(602) 274-8222	07 / 08 / 1991	janesrenee@gmail.com
Membership ID	Classification		

Save Changes

13. Arrive at the “Pending Apprentice Evaluations” page, and select “Evaluation Form”:



14. Follow the instruction on the “Apprentice Evaluation”.



15. Once the OJT is submitted, Janessa and Dana will receive notification that it has been evaluated and approved. It will also be posted on the apprentices OJT summary that they can view online.

Questions:

Contact:

Janessa Jones – jjones@azbuilders.org

Dana Jones – djones@azbuilders.org or 602-274-8222 ext 226

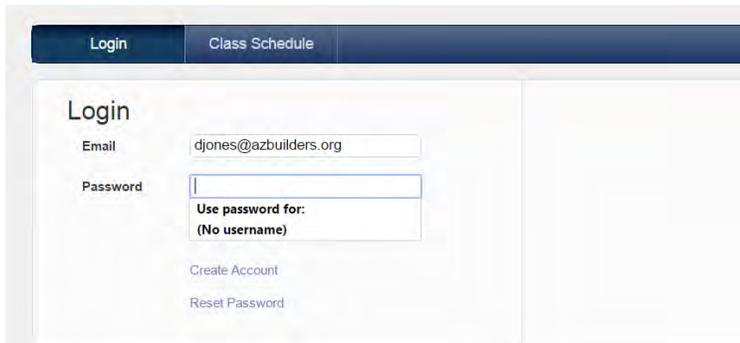
Viewing your employees Grades, Attendance, & OJT

Employers have the ability view their employee's progress any time they wish to log-in the ABA AGC Database. Just log in as your usually would.

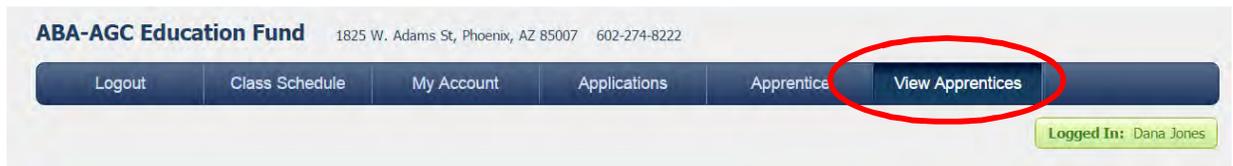
1. Go to azbuilders.org and select the Apprenticeship Tab, navigate down to "ABA AGC Database" and click



2. Once on the Login Screen: enter your email and password. If you do not remember your password enter your email and click the "reset password" link, leaving the Password field blank and a new request will be sent to your mailbox.



3. Click on the "View Apprentices" Tab



- Click on the "View Apprentices" Tab. A list of employees will display on the screen. You are able to a list of your employees and their total hours of OJT Submitted and current semesters grade

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Logout Class Schedule My Account Applications Apprentice **View Apprentices**

Logged In: Dana Jones

Apprentice Access List
Apprentices currently working fo

Name	Period	Term	Grade	Hours	Home	Work	Contractor	
Electrical (5)								
			91.53				Commercial Comm and Electric, Inc	View Detail
			96.42	456.0			Commercial Comm and Electric, Inc	View Detail
			90.76	1,182.0			Commercial Comm and Electric, Inc	View Detail
			97.96				Commercial Comm and Electric, Inc	View Detail
			100.00	1,423.5			Commercial Comm and Electric, Inc	View Detail

- Click on the "View Detail" button to see specific info on the selected employee

Office News Overview **Employment** Hours Certifications

Program

Program	Location	City Worker	Traveling From	Traveling To
Electrical	Commercial Comm and Electric			

Employment

Contractor	Wk Union	Hm Union	Total Hrs	Last Report Dt	Last Report Mo
Commercial Comm and Electric, Inc					

Standing

Term	Pay Period	Pay Percent	Pay Wage	Indentured	Advance Hrs	Total Holds	Grade Avg
		0%	\$	05/05/15	0.0	0	91.53

Office News Overview Employment Hours **Certifications**

Certification	Issued	Expires
OSHA 10 Hour	04/15/15	11/15/17