

Reviewing and Approving OJT



The Apprentice selects your email from a list when submitting their OJT. An email, similar to the one below, will be sent to you. Click on the link to login to review and approve hours.

 Tue 7/23/2019 8:24 AM
messaging@secure.tradeschoolinc.com
[azbuilders-org] ATTN: REQUEST FOR JOB EVALUATION - AWAITING YOUR ACTION [Apprentice, Sample]
To: Kimberly Kahl

This is an automated message from TradeSchool Messaging

ABA-AGC Education Fund: TradeSchool Web Services

!! REQUEST FOR JOB EVALUATION - AWAITING YOUR ACTION !!

The following apprentice has requested a monthly evaluation. You must complete the job evaluation online in order for the apprentice to receive credit for hours worked.

Please log into your TradeSchool account to complete the evaluation:
<https://secure.tradeschoolinc.com/azbuilders-org/login/index.php>

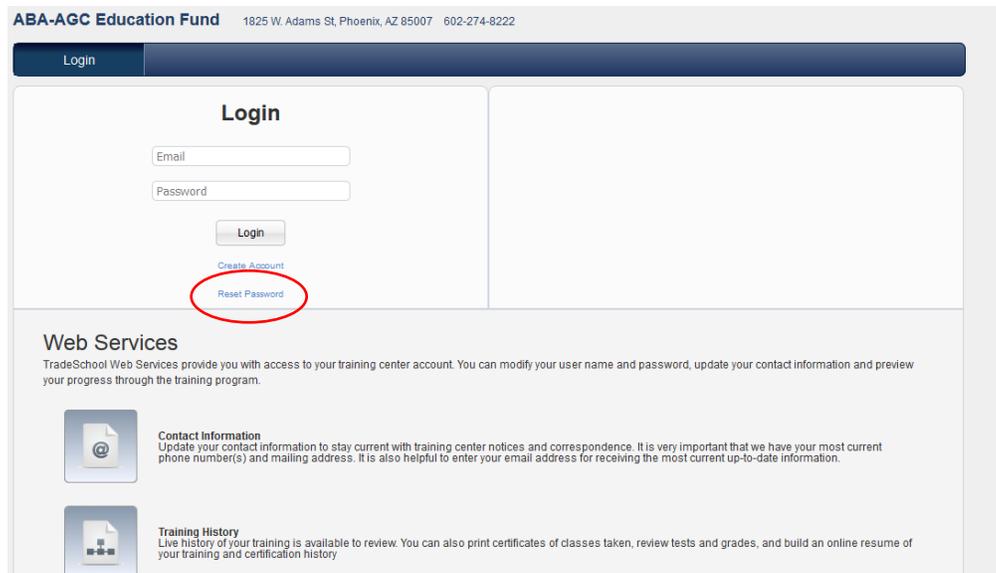
IF YOU ARE NOT SURE OF YOUR WEB SERVICES PASSWORD: Click on the link "Reset Password"
IF YOU DO NOT HAVE A TRADESCHOOL ACCOUNT: Click on the link "Create Account"

APPRENTICE INFORMATION

Apprentice Name: Apprentice, Sample
Apprentice Email: ahaabsence@gmail.com

First Time Login:

To link you to your company's apprentices, an account must set up for you. When first logging in, **select Reset Password**. Reset your password and then login.



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

Login

Login

Email

Password

Login

[Create Account](#)

[Reset Password](#)

Web Services

TradeSchool Web Services provide you with access to your training center account. You can modify your user name and password, update your contact information and preview your progress through the training program.

 **Contact Information**
Update your contact information to stay current with training center notices and correspondence. It is very important that we have your most current phone number(s) and mailing address. It is also helpful to enter your email address for receiving the most current up-to-date information.

 **Training History**
Live history of your training is available to review. You can also print certificates of classes taken, review tests and grades, and build an online resume of your training and certification history.

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After logging in, if there are any OJT evaluations pending, it will show up as a red circle with the number of evaluations pending inside. Click on **Apprentice Evaluations**.

circle

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Logout My Account Apprentice View Apprentices

Logged In: Kimberly Kahl

Personal **Apprentice Evaluations** 1

Address

Street City State Zip County

Contact & Detail

Location Main Phone Date of Birth Main Email

Home [] []/[]/[] kkahl@azbuilders.org

Classification []

Save Changes

Any pending evaluations will be listed. To view what the apprentice has entered, click on **Evaluation Form**.

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Logout My Account Apprentice View Apprentices

Logged In: Kimberly Kahl

Personal **Apprentice Evaluations** 1

Pending Apprentice Evaluations

The following apprentices have submitted their Work Hours and are waiting your evaluation. YOU MUST COMPLETE THEIR EVALUATIONS IN ORDER FOR THEM TO RECEIVE CREDIT FOR THEIR OJT (On the Job Training) HOURS.

Apprentice	Period	Month	Hours	Contractor
Apprentice_Sample		Jun - 2019	160	

Evaluation Form

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Verify the Apprentice has entered the correct month and year and that your company is listed as the contractor. If any of those are incorrect, the submission will be rejected which is explained on the last page. For example, the contractor is missing for this apprentice so it should be rejected. If correct, move on to the next step to verify hours.

need

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Logout My Account Apprentice View Apprentices

Logged In: Kimberly Kahl

Apprentice	Period	Month	Hours	Contractor
Apprentice, Sample		Jun - 2019	160	

Apprentice Evaluation

It is important that you complete and submit this evaluation in order for the apprentice's time card to be received on time. Once you have submitted this evaluation the apprentice will be credited for hours worked.

1. Complete the Evaluation Form
2. Review and verify the Monthly Work Hours
3. Click "Submit" at the bottom of this page

Scroll down to view the hours submitted by the apprentice. There should be entries for each day worked, not just a monthly total. Days 1-16 of the month will show on the first screen. To view days 17-30 (or 28 or 31), click on the 17-30 tab.

Monthly Work Hours

Please review the hours entered by the apprentice

Work Report Detail

Month Worked: June, 2019 Total Hours 160.0

Days 1-16 Days 17-30

Work Description	1 Sa	2 Su	3 Mo	4 Tu	5 We	6 Th	7 Fr	8 Sa	9 Su	10 Mo	11 Tu	12 We	13 Th	14 Fr	15 Sa	16 Su	Total
600- Preliminary Work			8		8						2						35
601-Residential & Commercial Wiring				4						8							27
602-Residential & Commercial Finish Work				4							6			8			50
603- Industrial Lighting Service Installation						8						8	4				31
604- Trouble Shooting							8						4				15
605- Motor Installation & Control																	2
Daily Total			8	8	8	8	8			8	8	8	8	8			160

IMPORTANT – Hours should be verified for accuracy. The easiest way to do this is by obtaining a payroll report. There are also a few “red flags” that often require a little more investigation including: working major holidays, working 7 days per week, and working more than 8-10 hours per day. While it is known working those hours can, and do occur, it is something we will likely flag in the office and request payroll records and/or verification.

If the month, year, and contractor from above and the hours listed below are correct, click **Submit**. This submission is your acknowledgement that you have verified the information and it is accurate.

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If the month, year, or contractor from above or the hours entered below are incorrect, the submission should be rejected by clicking **Reject** and add a note of explanation as to why the hours were rejected. The Apprentice will receive a notice and will need to correct the issue and resubmit.

and

Days 1-16 Days 17-30

Work Description	1 Sa	2 Su	3 Mo	4 Tu	5 We	6 Th	7 Fr	8 Sa	9 Su	10 Mo	11 Tu	12 We	13 Th	14 Fr	15 Sa	16 Su	Total
600- Preliminary Work			8		8						2						35
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605- Motor Installation & Control																	2
Daily Total			8	8	8	8	8			8	8	8	8	8			160

Official Submission

I, **Kimberly Kahl**, understand and agree that clicking SUBMIT is acknowledgement of my digital signature.

Rejection

If you do not agree with the Work Hours submitted enter a message to the apprentice specifying the reason for the rejection.