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.

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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:

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: abcdefg@email.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.
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*. Any pending evaluations will be listed. To view what the apprentice has entered, click on *Evaluation Form*. 
Verifying and Approving OJT

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 need to 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.

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.

**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.

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.