

Reviewing and Approving OJT for ABA/AGC Education Fund Apprentices

When the apprentice submits his/her OJT online, they will select your email from a list and an email similar to the one below will be sent to you. Simply click on the link to log in 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>

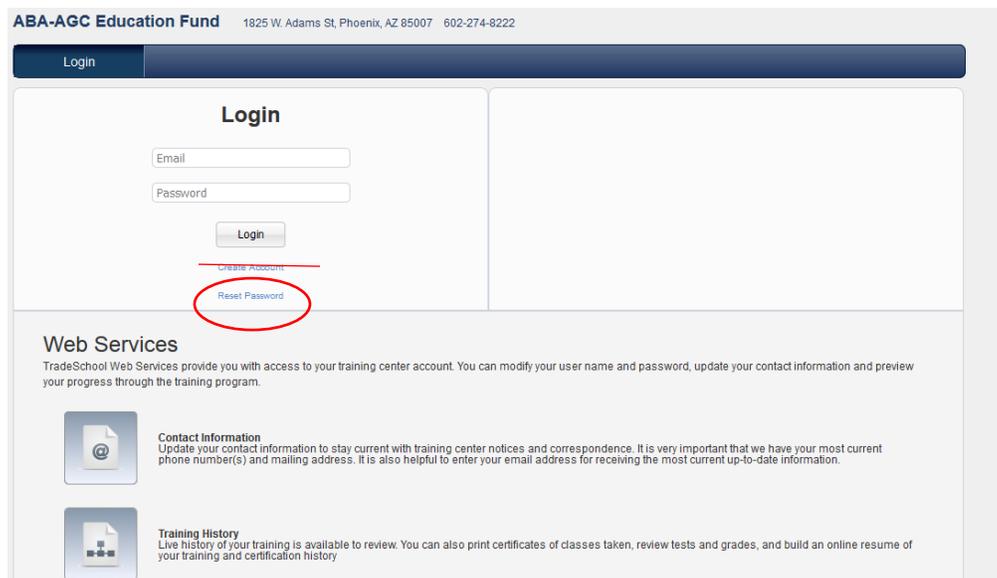
IF YOU ARE NOT SURE OF YOUR WEB SERVICES PASSWORD: Click on the link "Reset Password"
IF YOU DO NOT HAVE A TRADESCHOOL ACCOUNT: Click on the link "Create Account"

APRENTICE INFORMATION

Apprentice Name: Apprentice, Sample
Apprentice Email: abaabsence@email.com

FIRST-TIME LOG IN:

Please do not click Create Account. In order to properly link you to your company's apprentices, we must create the account for you. Instead, click on Forgot Password. This will allow you to reset your password to something you know and log in.



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.

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 the Apprentices Evaluations tab.

The screenshot shows the user interface for the ABA-AGC Education Fund. At the top, there is a navigation bar with 'Logout', 'My Account', 'Apprentice', and 'View Apprentices'. A 'Logged In: Kimberly Kahl' indicator is visible. Below the navigation bar, the 'Personal' tab is selected, and the 'Apprentice Evaluations' sub-tab is highlighted with a red circle and a notification badge containing the number '1'. The main content area contains a form with sections for 'Address' (Street, City, State, Zip, County) and 'Contact & Detail' (Location, Main Phone, Date of Birth, Main Email, Classification). A 'Save Changes' button is located at the bottom of the form.

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

The screenshot shows the 'Apprentice Evaluations' section of the user interface. It features a table titled 'Pending Apprentice Evaluations' with the following data:

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

Below the table, there is an 'Evaluation Form' button circled in red. A notification badge with the number '1' is visible above the table.

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.

The screenshot shows the 'Apprentice Evaluation' section of the user interface. It features a table with the following data:

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

Below the table, there is a section titled 'Apprentice Evaluation' with the following text: '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.' Below this text is a list of instructions:

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 getting 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 the Submit button below the hours grid. This submission is like signing a form acknowledging you have verified the information and it is accurate.

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

Official Submission

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

Submit

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

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

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.

There is no contractor listed in your work report.]