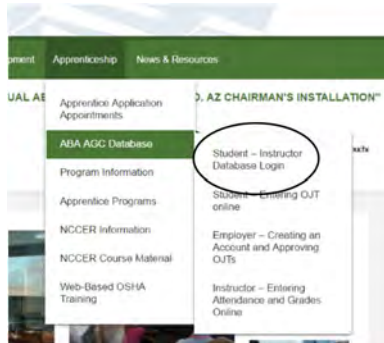


Logging into the ABA Database for the first time.

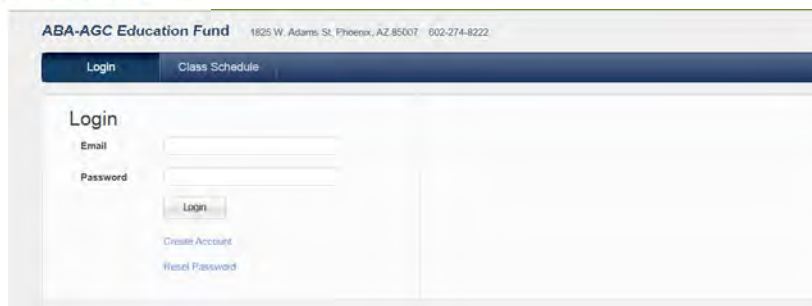
1. Go to www.azbuilders.org



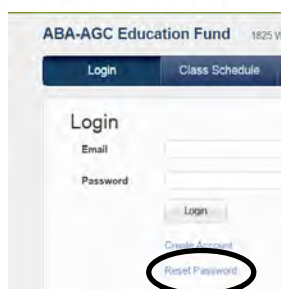
2. Hover over “Apprenticeship” tab and select “ABA AGC Database” then choose Student - Instructor Database Long in



3. Arrive at “Login” Screen



4. Click on “Reset Password



5. Using the email address ABA has on file fill complete the Reset Password dialog box

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Reset Password

Your Email:

Security: 20 + 6 =

6. Shortly you will receive an email with a link to change your password. Follow the steps in the email.

START HERE IF YOU ALREADY HAVE YOUR PASSWORD TO LOG INTO THE DATABASE

Then Select the "Hours" tab.

linc.com/v3/azbuilders-org/apprentice/index.php

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Logout Class Schedule My Account **Apprentice**

Logged In: [User Name]

Office News Overview Employment **Hours** Classes

Pending 2014 2015 Summary **Hours**

Pending Work Report

Month Worked: August Year Worked: 2015

Days 1-16 Days 17-31

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

Enter Hours then click on "Save"
 (**BE SURE TO ENTER HOURS IN CORRECT CATEGORY**)

nc.com/v3/azbuilders-org/apprentice/index.php

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Logout Class Schedule My Account Apprentice Logged In: [User]

Office News Overview Employment Hours Classes

Pending 2014 2015 Summary Detail

Pending Work Report

Month Worked: August Year Worked: 2015 Save

Days 1-16 Days 17-31

| Description | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Total |
|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|
| | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | | |
| 600- Preliminary Work | 20 | | | | | | | | | | | | | | | | 20 |
| 601- Residential & Commercial Wiring | | | | | | | | | | | | | | | | | |
| 602- Residential & Commercial Finish Work | | | | | | | | | | | | | | | | | |
| 603- Industrial Lighting Service Installation | | | | | | | | | | | | | | | | | |
| 604- Trouble Shooting | | | | | | | | | | | | | | | | | |
| 605- Motor Installation & Control | | | | | | | | | | | | | | | | | |
| Totals | | | | | | | | | | | | | | | | | 20 |

Once you saved it you will see a pink "Submit" button. Select "Submit"

secure.tradeschoolinc.com/v3/azbuilders-org/apprentice/index.php

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Logout Class Schedule My Account Apprentice Logged In: [User]

Office News Overview Employment Hours Classes

Pending 2014 2015 Summary Detail

Pending Work Report

Month Worked: August Year Worked: 2015 Submit

Days 1-16 Days 17-31

| Description | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Total |
|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|
| | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | | |
| 600- Preliminary Work | 20 | | | | | | | | | | | | | | | | 20 |
| 601- Residential & Commercial Wiring | | | | | | | | | | | | | | | | | |
| 602- Residential & Commercial Finish Work | | | | | | | | | | | | | | | | | |
| 603- Industrial Lighting Service Installation | | | | | | | | | | | | | | | | | |
| 604- Trouble Shooting | | | | | | | | | | | | | | | | | |
| 605- Motor Installation & Control | | | | | | | | | | | | | | | | | |
| Totals | | | | | | | | | | | | | | | | | 20 |

You will then be asked to submit the hours to a supervisor select "ok"

https://secure.tradeschoolinc.com/v3/azbuilders-org/apprentice/index.php

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Logout Class Schedule My Account Apprentice Logged In: [User]

Work Report saved successfully

Office News Overview Employment Hours Classes

Pending 2014 2015 Summary Detail

Pending Work Report

Month Worked: August Year Worked: 2015 Submit

Days 1-16 Days 17-31

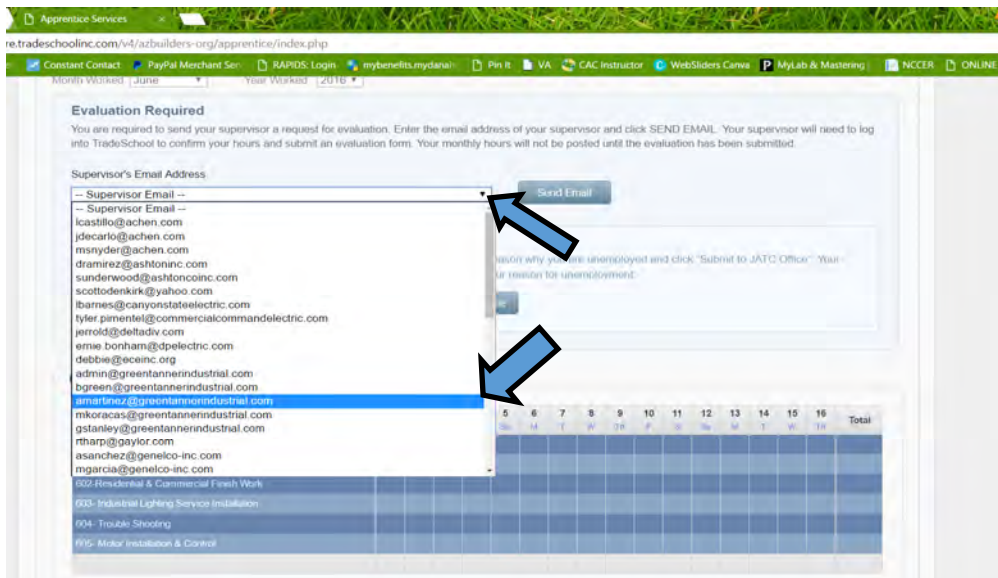
| Description | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Total |
|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|
| | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | | |
| 600- Preliminary Work | 20 | | | | | | | | | | | | | | | | 20 |
| 601- Residential & Commercial Wiring | | | | | | | | | | | | | | | | | |
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| 604- Trouble Shooting | | | | | | | | | | | | | | | | | |
| 605- Motor Installation & Control | | | | | | | | | | | | | | | | | |
| Totals | | | | | | | | | | | | | | | | | 20 |

The page at https://secure.tradeschoolinc.com says: After submitting you will be instructed to send your supervisor a request for evaluation. You will not be able to edit your hours after clicking OK.

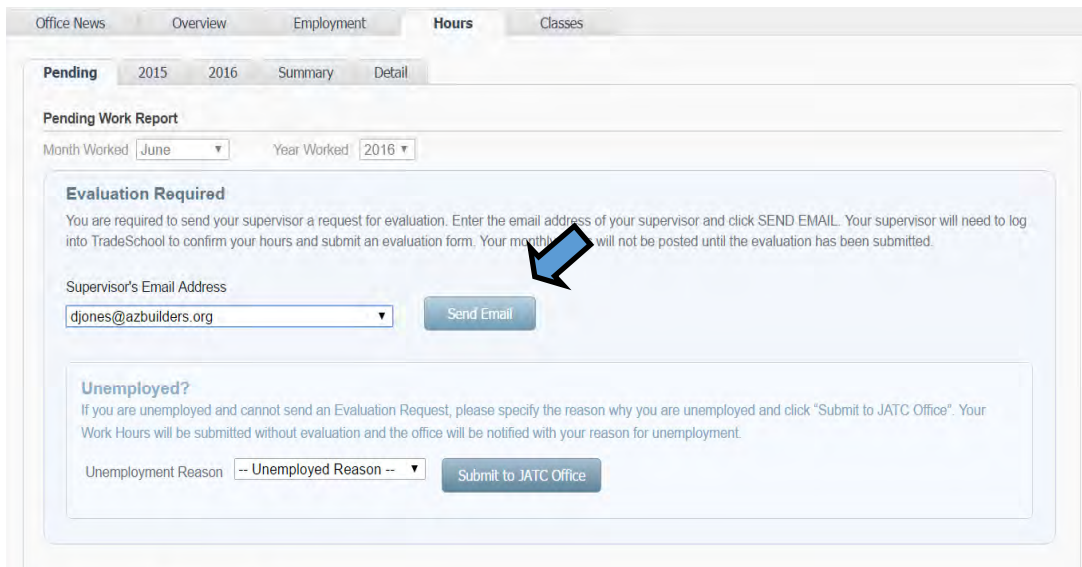
OK Cancel

If your company is not listed below, we do not have a "Company Agreement" on file from them. This Agreement is required prior to accepting an OJT. Please have your supervisor contact the ABA AGC Apprenticeship at the number /email below.

Click on the "drop down" arrow and choose the email associated with the your employer



After an email has been selected click on the "send email" button. This will send a notification to the address requesting them to complete the OJT process. You must wait until each OJT has been approved by your employer before submitting additional hours for a different month.



Your employer will receive an email asking them to complete the OJT evaluation. Once the evaluation is complete the hours will automatically be added to your account.You have completed the OJT submission process.

If your company is not listed below, we do not have a "Company Agreement" on file from them. This Agreement is required prior to accepting any OJT. Please have your supervisor contact the ABA AGC Apprenticeship at the number /email below.

Electrical

Preliminary Work

- Learning the names and uses of the equipment & tools used in the trade, such as kind, size, and use of cable, wire, boxes, conduits and fitting, switches, receptacles, service switches, cutouts, etc
- Care of tools, materials, and Safety

Residential and commercial rough wiring

- Assisting in getting the material from stockroom
- Loading truck / unloading material and equipment on the job
- Laying out the various outlets, switches, receptacles, and other details of the job from blueprints or by direction of the superintendent of construction.
- 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.
- Cutting wires, cables, conduit and raceway; threading and reaming conduit, boring and cutting chases under the direction of the journeyman.
- Installing various kinds of wires, cables and conduits in accordance with requirements
- Assisting journeyman in pulling wires, attaching wires to fishtape, and keeping wires from kinks or abrasions
- Connecting conductors to switches, receptacles, or appliances with proper methods of splicing, or soldering, and typing.
- 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.
- Assisting in preparing lists of materials used, including names, number of pieces, or number of feet, etc. for office records

- Loading unused material and cleaning up job area.

Residential and commercial finish work

- Connecting and setting switches, receptacles, plates, etc
- Installing proper size and types of fuses for each circuit
- Installing and connecting various kinds of fixtures
- Tracing the polarity of conductors and devices
- Testing the circuit for grounds and shorts and locating and correcting job defects.
- 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.

Industrial lighting and service installation

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

Troubleshooting

- Repairing all kinds of electrical work
- Checking out trouble and making repairs under supervision of journeyman.

Motor Installation and Control

- Installing Overcurrent devices, replacement motors, emergency generators and controls, pushbuttons, pilot lights, relays, timing devices, and interlocking controls
- Checking for proper installation and rotation
- Analyzing motor circuits and troubleshooting