

CAPHCC e-Learning Plumbing Apprenticeship Program

DAILY RECORD

Month/Year: _____

Print your name here: _____

OJT = Approximate # of On-The_Job Training Hours

WORK PROCESSES	OJT Hours	CALENDAR DATES																														OJT Monthly Totals	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		31
1. Design and Layout of Systems	450																																
2. Drain, Waste and Vent Piping Install & Testing	1800																																
3. Finish, Fixtures, and Faucets, Install	800																																
4. Gas Piping, Install & Testing	900																																
5. Hot and Cold Water Piping, Install & Testing	1800																																
6. Water Heaters and Vents, Install	300																																
7. Operation and Care of Tools	450																																
8. Strapping, Backing, and Hangers	300																																
9. Welding and Brazing	400																																
TOTAL PROGRAM OJT HOURS	7200																																
RELATED INSTRUCTION TRAINING	800																																

**** Out of work students** must turn in a time card every month with '0' hours marked. **IMPORTANT:** Failure to turn in time card by the 10th of every month will result in disciplinary action.

COMPANY NAME

ON-THE-JOB SUPERVISOR SIGNATURE

APPRENTICE/TRAINEE SIGNATURE

Address Change / Update Information:



For Office Use
Date Received:
Date Entered:

TIME CARDS are due by the 1st of the month



TIME CARDS are LATE after the 2nd of the month & will result in DISCIPLINARY ACTION after the 10th



FAX: (916) 925-7623 OR **MAIL:** 1820 Tribute Road, Suite A, Sacramento, CA 95815

Instructions for completeing your time card are on the backside of this form.

Month/Year: month/year

Print Your Name: Full First Name, Last Name

WORK PROCESSES	OJT HOURS	CALENDAR DATES																														TOTAL Monthly OJT
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
A. Design and Layout of Systems	450		7	3	x	x			8			x	x			8			x	x			8			x	x			8		
B. Drain, Waste and Vent Piping Install	1700			5	x	x	2					x	x	2					x	x	2					x	x	2				
C. Finish, Fixtures, and Faucets, Install	800	2			x	x	2			8		x	x	2		8			x	x	2		8			x	x	2			8	
D. Gas Piping, Install	800				x	x	2					x	x	2					x	x	2					x	x	2				
E. Hot and Cold Water Piping, Install	1700	6			x	x	2	8			8	x	x	2		8			x	x	2	8		8		8	x	x	2	8		8
F. Operation and Care of Tools	450		1		x	x						x	x						x	x						x	x					
G. Strapping, Backing, and Hangers	300				x	x						x	x							x	x					x	x					
H. Testing of Waste, Water, and Gas Systems	300				x	x						x	x							x	x					x	x					
I. Water Heaters and Vents, Install	300				x	x						x	x							x	x					x	x					
J. Welding and Brazing	400				x	x						x	x							x	x					x	x					
TOTAL PROGRAM OJT HOURS	7200	8	8	8			8	8	8	8			8	8	8	8	8				8	8	8	8	8			8	8	8	8	
RELATED INSTRUCTION TRAINING/TRAINEE	800																															

Instructions:

1) List the number of hours worked in each work process category for each calendar date worked. **2)** Add up each column to get the total number of hours worked for that calendar date located at the bottom of column. **Example:** You worked two (2) hours in category C and six (6) hours in category E, you would add those two categories together and your total would be eight (8). **3)** Add up each work process in column (A, B, C, D, etc) to get the total number of hours worked for that work process in the "Total Program OJT Hours" column.

For the calendar date you attend class, (Related Instructional Training) list the number of hours in class in the row titled "Related Instruction Training". Add all figures across to get the total for the right column titled, "OJT Monthly Totals" and for the rows titled, "Total Program OJT Hours" and Related Instruction Training" located at the bottom.

REMEMBER to write your full name, the month and year CLEARLY at the top left hand side of this form. No credit can be given if your information is not there or is not legible. Your employer must sign your time card before credit can be given. If you are unable to obtain your employers signature prior to the 1st of the month, please turn in your time card to avoid being delinquent and PHCC will get approval from your employer. You will need to sign where it says, "Apprentice/Trainee Signature".

Please maintain a copy of this form for your use. You can also request or pick up blank time cards from the PHCC office located at 1820 Tribute Rd. Suite A, Sacramento, CA 95815. **Time cards are due by the 1st of the month for the previous month.** Please mail or fax your time card to the address above or to (916) 640-0905. Please call to confirm we received your time card.