

## OJT TIME CARD

### Carpentry

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Apprentice's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Year:  1  2  3  4

Hourly Wage: \_\_\_\_\_

\_\_\_\_\_  
Apprentice's Signature

\_\_\_\_\_  
Employer's Signature

Complete both sides of card, including signatures and column totals. The completed OJT time card must be turned in every five weeks. OJT time cards are a requirement of the Department of Labor, Bureau of Apprenticeship and Training. Failure to comply could result in suspension from the program.

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### Carpentry

Work Processes	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Foundations, walls, floors (1500)						
Framing (Foundation and Walls) (800)						
Roofs (800)						
Exterior Mill Work (1000)						
Interior Wall Coverings (500)						
Floors (500)						
Stairs (500)						
Interior Finish (1000)						
Miscellaneous (1400)						
Total (Down and Across)						

Both sides must be completed by the apprentice every five weeks.

To evaluate the apprentice's performance on the job, a progress note must be sent in every five weeks. Please use the space provided below to write a summary.

### Summary

\*Your goal at the end of four years is to have a total of 8,000 OJT hours\*

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