

OJT Forms are due as follows:

<u>Month</u>	<u>Due Date</u>
July 2015	August 7, 2015
August 2015	September 4, 2015
September 2015	October 2, 2015
October 2015	November 6, 2015
November 2015	December 4, 2015
December 2015	December 4, 2015
January 2016	February 5, 2016
February 2016	March 4, 2016
March 2016	April 1, 2016
April 2016	May 6, 2016
May 2016	June 3, 2016
June 2016	June 3, 2016

Per the JATC General Policies , Page 7, Item 13. On-The-Job Training (OJT) Note: All OJT Forms must be turned in by the first week of each month for the preceding month to receive credit. Forms must be complete, i.e., required signatures, name of contractor/employer, location of work site, etc. in order to receive credit towards advancement. Forms that are not complete will be returned to the apprentice for completion. Forms to be turned in for December and June (for advancement) are to be turned in no later than the 2nd Friday of the month. Failure to comply with the deadline regarding OJT Forms will result in the individual not being advanced.

Correspondence Classes and Makeup Classes are scheduled as follows:

- August 29, 2015
- September 26, 2015
- October 31, 2015
- November 21, 2015
- December 12, 2015
- January 30, 2016
- February 27, 2016
- March 26, 2016
- April 30, 2016
- May 21, 2016
- June 11, 2016

Per the JATC General Policies , Page 2, Item 2 Attendance/Absences

Attendance
School attendance is mandatory. Your employer is prohibited from working you shift-work, overtime, or on out-of-town projects on school nights, without prior approval from the JATC.

Absences
There are no excused or unexcused, there are only absences. If you do not attend class, you are considered absent.
An explanation and/or documentation will be required. However, these absences must be made-up with the approval of the Training Coordinator prior to advancement to the next period. Failure to makeup the classes can result in you not being advanced to the next period. You will be notified of the date, time and location of the makeup class.

Note: All absences will be reviewed by the Training Coordinator and the Committee.

Per the JATC General Policies Page 4, Item 7. Correspondence Study All lessons must be sent to the Administrative Office, at a minimum, monthly. Also, correspondence students must pass the required test to successfully complete each semester course study. Furthermore, each correspondence student must meet with a designated instructor for a minimum of four (4) hours per month; this person may be your immediate Supervisor. Immediate Supervisor must be a member of the UA. The designated instructor must sign your OJT Form in the space provided documenting that he provided instruction for a minimum of four (4) hours. You will be notified of the date, time and location of the correspondence class.