

**CHESAPEAKE CHAPTER  
ASSOCIATED BUILDERS AND CONTRACTORS, INC.**  
100 West Street • Annapolis, Maryland 21401  
410.267.0347 • Fax: 410.263.2510

Apprentices shall be trained in accordance with, but not limited to the schedule listed below. The training need not be in the order listed, nor continuous.

**FOR THE MONTH OF \_\_\_\_\_ Year \_\_\_\_\_**

<u><b>WORK PROCESS</b></u>	<u><b>OJT HOURS</b></u>
A. General Trade Orientation	350 _____
B. Fabrication of Systems Components	550 _____
C. System Installation and connection	1600 _____
D. Equipment Installation	950 _____
E. System Maintenance	1050 _____
F. Equipment Repair	2900 _____
G. Machine Shop Practice	300 _____
H. Other	300 _____
<b>TOTAL HOURS FOR THIS MONTH</b>	<b>_____</b>

Name of Apprentice \_\_\_\_\_ Class: \_\_\_\_\_

Social Security Number \_\_\_\_\_ Veteran: Yes \_\_\_\_ No \_\_\_\_

Hourly Rate \$ \_\_\_\_\_ Name of Company \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

Signature of Apprentice \_\_\_\_\_

Director of Education Signature \_\_\_\_\_

**Has your address or employer changed?? (please circle appropriate one)**

Name/Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**OJT must be totaled and received before the 15<sup>th</sup> of each month for the preceding month. Students not current with OJT submissions will not be allowed to register for the following year and will be removed as a registered apprentice with the State of Maryland.**