

NAME: \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_

APP. YEAR \_\_\_\_\_  
 OJT IS FOR THE MONTH OF \_\_\_\_\_ 20\_\_\_\_

|       | HOURS WORKED ON EACH TYPE OF OPERATION |   |   |   |   |   |   |   |   | TOTAL |
|-------|--|---|---|---|---|---|---|---|---|-------|
|       | A                                      | B | C | D | E | F | G | H | I |       |
| 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    |  |   |   |   |   |   |   |   |   |       |
| TOTAL |  |   |   |   |   |   |   |   |   |       |

TOTALS EACH COLUMN AND ROW (This means across the columns and down the columns)

SHOW MINUTES ONLY AS - 15 MINUTES=.25, 30 MINUTES=.50, 45 MINUTES=.75; DO NOT USE ANY OTHER MINUTES  
**SUPERVISOR AND APPRENTICE MUST SIGN FORM**

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Apprentice's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above signed supervisor certifies this apprentice has worked the above OJT hours at the hourly rate of \$ \_\_\_\_\_ which is in compliance with the Minnicks progressive wage scale.

Supervisor's Comments - Circle the appropriate response regarding the apprentice:

|                         |            |   |   |              |   |
|-------------------------|------------|---|---|--------------|---|
|                         | Poor       |   |   | Excellent    |   |
| Work Habits & Attitude: | 1          | 2 | 3 | 4            | 5 |
| Production:             | 1          | 2 | 3 | 4            | 5 |
| Absences:               | Acceptable |   |   | Unacceptable |   |

Additional Comments: \_\_\_\_\_

**OJT**  
 MINNICKS :: 5200 Minnick Road, Laurel MD 20707 :: 301-953-2820 :: Fax 240-568-0866 :: www.minnicks.net

# ON-THE-JOB TRAINING

The on-the-job training (OJT) the apprentices receive is vitally important. Only experienced journey persons and technicians, provided by the employer, can furnish the hands-on training necessary to educate apprentices in the skills of the trade. Only through hands-on training will apprentices become skilled in the HVACR trade.

## RECORD KEEPING

Every hour spent training and working, in each of the nine work process areas, is recorded. The OJT, ideally, parallels the related instruction. Throughout the year, the association will inform the employer of the hours accrued from OJT reports submitted by the apprentice. Incremental increases in pay are to be based upon these reports.

## OUTLINE OF WORK PROCESS

|   |            |
|---|------------|
| A. Use and care of tools and equipment: Welding, soldering and brazing.   | 400 hrs.   |
| B. Air conditioning and refrigeration systems: Install and service compressors, condensers, receivers, evaporators, heat exchangers, oil separators and traps, refrigerant piping and insulation, circulating and cooling equipment and cooling towers. | 3,000 hrs. |
| C. Air ducting, movement, and treatment: Methods of installation, sizing, balancing, filtering, humidification, and noise control.  | 900 hrs.   |
| D. Refrigeration controls: Expansion valves, power elements, capillary tubes, check valves, and hot gas valves.   | 900 hrs.   |
| E. Motors, controls, and wiring: Install, align, load test and service motors. Install and service thermostats, pressure devices, switches and starters, power and control wiring, and energy management systems.                                       | 900 hrs.   |
| F. Heating and fuel burning equipment: Install and service furnaces and boilers, unit heaters, oil burners, gas burners, and electric heaters, flue ventilation and combustion air.   | 800 hrs.   |
| G. Heat pumps: Install and service complete units.  | 800 hrs.   |
| H. Piping, installation and service: Boiler room piping, hot water and steam heating systems, piping and insulation.  | 250 hrs.   |
| I. Safety: Principle and practice.  | 50 hrs.    |
| Total hours (over four-year period):  | 8,000 hrs. |