



OJT Hours Requirements

- The Department of Labor Office of Apprenticeship requires that apprentices submit a detailed record of their on-the-job training hours.
- OJT Hours Sheets are **due on or before the 15th of each month** (for previous month).
There is no grace period.
- All months must be accounted for in your OJT records, you cannot skip turning in OJT hours for any month because it appears in the database as a missing month; turn in zero hours if you have no hours.
- It is your responsibility to fill in your OJT hours sheets each day with accurate information.
- OJT Hours Sheets serve as documentation of the specific training that you have received.
- Because it is a critical part of your training program, failure to submit OJT Hours Sheets is a direct violation of the Apprenticeship Rules and Regulations and may delay your graduation.

If you choose to be delinquent with your OJT Hours Sheets:

- You will be brought before the committee for a review.
- Your employer is notified of your delinquency.
- You may be held back a year in school.
- You may be terminated from the program.

Name _____ Date _____

Signature _____