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 __________________________