



MONTHLY OJT CARD

Please fill out your OJT card with the required information. Incomplete forms will NOT be accepted. Forms are DUE on the **1st of EACH month**, no later than 11:59 p.m. on the 10th of each month. There **MUST** be an entry for EACH DAY of the month in the Daily table. If you did not work on a particular day, then you must enter a "0" for that day. The hours for the EQUIPMENT and DAILY tables **MUST MATCH** before you submit your form. Please save your form, then **SUBMIT** this form by clicking on the NAME OF YOUR SITE at the bottom of this form. Your email account will pop up. Then ADD your name to the "subject field" of your email. Please remember to SEND your email. Late / Incomplete / Incorrect forms may be subject to points as listed in the standards of apprenticeship.

NAME: _____ LAST FOUR SSN: _____ MONTH/YR: _____ CLASS YEAR: _____ TRAINING SITE: _____

ADDRESS: _____ CITY, STATE: _____ ZIP: _____ PHONE #: _____

NAME OF CONTRACTOR: #1: _____ #2: _____ #3: _____

SITE LOCATION: #1: _____ #2: _____ #3: _____

EQUIPMENT		HOURS			EQUIPMENT		HOURS			EQUIPMENT		HOURS				
CONTRACTOR:		#1	#2	#3	CONTRACTOR:		#1	#2	#3	CONTRACTOR:		#1	#2	#3		
Oiler					Paving Equipment					Tractor-Trailer						
Conventional Crane					Asphalt Roller					Compressor						
Hydraulic Crane					Broom					Trencher						
Boom Truck					Sheepsfoot Roller					Directional Drill						
Scraper					Compactor					Boring Machine						
Grader					Forklift (Industrial)					Concrete Breaker						
Track Loader					Forklift (All Terrain)					Drill Rig						
Rubber Tire Loader					Grout Pump					Farm Tractor						
Skid Steer Loader					Water Pump					Mechanic						
Rubber Tire Backhoe					Grease / Fuel Truck					Mechanic Helper						
Excavator					Water Truck					Show Up Time						
Dozer					Dump Truck-Artic					Foreman						
Gradall					Dump Truck-HWY					Other Hours						
TOTAL HRS:					TOTAL HRS:					TOTAL HRS:						
											TOTAL HRS for the MONTH:					

Enter your hours for each calendar day of the month below:

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

If the value in the box below is "0.00", you may SEND your OJT card to your training site.