

CA TRADESHOW & SIGN CRAFTS APPRENTICE ON-THE-JOB-TRAINING FORM

Month _____

Year _____

DATE	A	B	C	D	COMPANY NAME	Show Name
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 OF EACH CATEGORY	
					END OF MONTH TOTAL / REASON FOR 0 HOURS	

APPRENTICE INFORMATION

NAME: _____

LAST 4 SSN: _____

I declare that the hours I am submitting are true and correct as I have entered above, and that if this document is turned in after the 10th day of the month it is due it will incur penalties as stated in the Rules and Regulations, including being placed on the **DO NOT HIRE list**.

Apprentice Signature

Tradeshow Work Processes Are Listed On The Back

**ALL OJT'S ARE DUE ON THE 1st OF THE FOLLOWING MONTH AND WILL BE
CONSIDERED DELINQUENT AFTER 4:00PM ON THE 10th OF THE FOLLOWING MONTH.**

It is YOUR responsibility to submit to the JATC office, an accurate record of the on-the-job training hours worked on an O.J.T. slip every month that you are an apprentice, whether you work or not.

OJT's can be turned in directly at:
11366 Markon Dr., Garden Grove, CA 92841, by fax at (714) 894-4097 or by email.

**IT IS YOUR RESPONSIBILITY TO SEE THAT THE JATC OFFICE RECEIVES YOUR OJT SLIP BY THE
1ST OF THE MONTH!**

**OJT's must be filled out correctly or they will be sent back to you and will not be counted as received until a
properly filled out OJT form is received by the office.**

A properly completed OJT will not be missing any of the following items:

- Month
- Year
- Show Name
- Full name printed of apprentice
- Last 4 of social
- Signature of apprentice
- All hours worked for the month listed in the proper category **(you must turn in accurately reported work hours)**
- Category totals
- Month total
- Employers you worked for (This includes any day you work for two companies in one day, please circle which hours are for which company! If they aren't specified then it will be sent back as well.)
- If you turn in a blank OJT, you must write on it why it is blank (medical, out of town, etc., you may not turn in a blank OJT just to be removed from the do not hire list if you have worked.)

APPRENTICE TRADESHOW WORK PROCESSES

A. GENERAL DECORATING	1,350
Taping booth lines, installing booth carpet and visqueen, placing backwall and ID signs, delivering, topping and skirting tables and floor layout.	
B. EXHIBIT INSTALLATION AND DISMANTLE	900
Set-up and dismantle Pop-up (Skyline, Tigermark, Exponent and etc.) Set-up and dismantle Custom Exhibits (hard wall structures, multi-level structures, etc.)	
C. EXTRUDED METALS	600
Assemble and disassemble Extruded Metals exhibits and displays from such manufactures as GEM, MRE, Alluset, Agam, Octanorm, etc.	
D. MISCELLANEOUS	750
Forklift, Ground Rigging, Sign Installing, Loading & Unloading Trucks.	

Apprentice Out of Work Line

Out of Work lists are sent to the employers every Friday.

It is your responsibility to inform the office when you are out of work!

Please make sure to keep the office notified of your schedule! If you are on the out of work list and get scheduled you must let the office know so you may be removed from the out of work list.

To be placed on the out of work list please email, text or call the Apprenticeship office.

Office Contacts

Tiffanie Barron
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