

ABC of IOWA MONTHLY WORK REPORT

Apprentice _____

Employer _____

Trade _____ Level 1 2 3 4

Supervisor Signature _____

Month _____ Year _____

Progress (check one) _____ Satisfactory _____ Unsatisfactory

**Make sure you have TOTALED your hours and had your supervisor sign-off before you send in this report.
Make a copy for your records. Please use blue or black ink only.**

		Day of the Month																																
		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	
WORK PROCESS CATEGORY	1																																	
	2																																	
	3																																	
	4																																	
	5																																	
	6																																	
	7																																	
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	9																																	
	10																																	
	11																																	
	12																																	
	13																																	
TOTAL																																		

OJT Reports are due to the ABC of Iowa office by the end of 90 days, from the month completed.

Associated Builders & Contractors of Iowa (ABC of Iowa)
 475 Alices Road, Suite A
 Waukee, IA 50263
 Phone: 515-987-3790 – Watts: 800-283-4222
 Fax: 515-987-3798



Iowa Chapter

Apprenticeship Work Processes - ELECTRICIAN
ASSOCIATED BUILDERS AND CONTRACTORS OF IOWA

1. PRELIMINARY WORK:

Learning names and uses for equipment used in trade, names of various tools used
In assembling material.

2. RESIDENTIAL , INDUSTRIAL AND COMMERCIAL ROUGH WIRING:

Moving material from stockroom, laying our outlets, etc from blueprints or personal
Instruction, laying out systems, cutting and installation of wires/cables/conduits,
Assisting journeymen to make connections, installations and preparing
Information for the office.

3. RESIDENTIAL, INDUSTRIAL AND COMMERCIAL FINISH WORK:

Connecting and setting switches, plates, and receptacles; installing proper fuses,
Various kinds of fixtures; assisting journeyman in installation and completion of work
In accordance with the rules of National Board of Fire Underwriters and local regulations.

4. INDUSTRIAL LIGHTING AND SERVICE INSTALLATION:

Installing all types of heavy electrical equipment, wiring all types of heating equipment,
Complete installation for air conditioning.

5. TROUBLESHOOTING:

Repairing electrical work, check for trouble – make repairs under supervision, check for
Trouble and make repairs without supervision.

6. MOTOR INSTALLATION AND CONTROL:

Install overcurrent devices, install replacement motors, analyze motor
Circuits/troubleshooting, install emergency generators.



Iowa Chapter

INSTRUCTIONS

1. Complete Top Section:
 - a. Apprentice Name
 - b. Employer
 - c. Trade/Level
 - d. Month/Year
 - e. Supervisor Signature
2. Match each work process with the corresponding number on the reverse side.
3. Under each day of the month, place the number of hours the apprentice spent on each particular process.
4. Keep track of the actual hours dedicated to each process throughout the apprenticeship.
5. At the conclusion of the month, fax the completed form to ABC of Iowa.
6. OJT Reports are due to the ABC office by 90 days from the month completed.
7. OJT Reports are considered delinquent after 3 months and will NOT be accepted.

Submit these reports to :

ABC of Iowa

475 Alices Road, Suite A
Waukee, Iowa 50263

Or by:

Fax: 515-987-3798

Questions:

Phone: 515-987-3790 x2

Watts: 800-283-4222

Office Hours: Monday-Friday 8 am - 5 pm