

Managing On-the-Job Training Hours



Work Processes

READ THE BELOW CAREFULLY

There has been a change in the work processes that are required by the state. Previously, there were 10 processes. There are now 5 processes.

The new work processes are:

- Safety
- System Installation & Preparation
- System Completion
- Inspection/Testing/Maintenance
- System Documentation

If you have recorded hours with the old work processes, the chart to the right will help you to relate the old processes to the new processes. For example, if you have hours for pre-wire, you would apply those to System Installation and Preparation.

This chart will be available at the end of this orientation as part of a downloadable PDF of the OJT process.

Old Work Processes	New Work Processes
<ul style="list-style-type: none">• Job-Site Meeting	Safety (for time spent during the meeting discussing safety issues)
<ul style="list-style-type: none">• Pre-Wire• Job-Site Meeting• Installing Conduit• Demolition/Removal of Existing System	System Installation & Preparation
<ul style="list-style-type: none">• Install Finish• Programming• Troubleshooting the Fire Alarm System	System Completion
<ul style="list-style-type: none">• Inspection and Testing• Service/Maintenance	Inspection/Testing/Maintenance
<ul style="list-style-type: none">• Job-Site Paperwork and Plans	System Documentation

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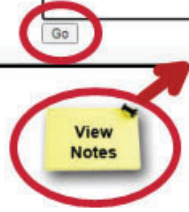


Limited or No OJTs

If you do not have 140 hours in a month, you must provide a reason. If you have less than 140 hours, record what you did using the process already described. Then return to the main Compliance Manager dashboard and find the listing for month. In the example below, the month in question is June 2019. Click the VIEW NOTES button and enter the reason that you were below the 140 requirement. If you were unable to work for the month and have NO OJTs, you will only come to this screen and enter the reason why you were unable to work (ex. injury, family leave etc.). Click GO to save the notes.

The dashboard shows the technician tracking system header with navigation buttons for 'Add a State License' and 'Add an Industry Certificate'. Below the header, it displays 'My Tracking -- Company: WBF AA'. The main content area for OJT - 0619 includes a date of 2020-04-08, an attention icon, and a summary of hours: 140 Hour(S) Required, 39 Hours Submitted For Approval, and -273 Days Expired. A '1.0 hour(s) approved' badge is visible. A green button labeled 'Click To See Applied CEU Hours Detail' is at the bottom.

The form is titled 'Please enter notes about: OJT - 0619'. It contains a 'Previous Notes (Not Editable):' section which is empty. Below it is an 'Add to Notes:' section with a text input field containing the text 'I was out on family leave and have no OJTs for this month'. A 'Go' button is located at the bottom of the form.



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