

WBFAA APPRENTICE OJT PROCEDURE

1. Log in to the training website www.wbfaatraining.net
2. Click on "GO TO DASHBOARD"
3. On the next page, scroll down and click on the Add OJT Info button
4. On the next page, use the drop-down box select the month/year for reporting.
 - a. Example for January 2024 Hours you will see OJT-0124
5. Accurately enter the number of hours you worked in each of the 5 categories for the reporting month.
 - a. If you worked less than 140 hours or more than 180 hours you will have to enter a note in the note section as to why this occurred.
6. Click Save.
7. Repeat steps this for all the outstanding months if you have any.

Below is the breakdown of the WBFAA OJT work process categories to help you determine which category your monthly hours fall into.

A. SAFETY

- | | |
|-------------------------|-----------|
| 1. Hand Tools | 90 hours |
| 2. Power Tools | 100 hours |
| 3. Power Lift/Ladders | 80 hours |
| 4. Lifting | 60 hours |
| 5. Job Site | 60 hours |
| 6. Asbestos Recognition | 50 hours |

Electrical Safety

- | | |
|-------------------------------|-----------|
| 1. High Voltage | 100 hours |
| 2. Low Voltage | 100 hours |
| 3. Testing, Meters/Volt & Ohm | 30 hours |
| 4. Tagging and Lockouts | 10 hours |
| 5. Wire Color code | 30 hours |
| 6. Multi Conductor Cable | 30 hours |
| 7. Splicing and Interconnects | 100 hours |
| 8. Fastening and Anchoring | 200 hours |
| 9. Seismic Anchoring | 50 hours |
| 10. Drilling | 20 Hours |
| 11. Soldering | 25 hours |
| 12. Spot Welding | 25 hours |

Total Hours: 1160

B. SYSTEM INSTALLATION & PREPARATION

- | | |
|----------------------------|-----------|
| 1. Site Survey/Job Plan | 120 Hours |
| 2. Job Site Communications | 100 hours |
| 3. Materials | 80 hours |

SYSTEM INSTALLATION & PREPARATION Total Hours: 300

C. SYSTEM COMPLETION

1. Fire-Life/Safety System
 - a. Mounting of Peripheral Devices 700 hours
 - b. Wiring of Panels and Accessories 700 hours
 - c. Programming 300 hours
 - d. Commissioning 300hours
2. Nurse Call Systems
 - a. Mounting of Peripheral Devices 80 hours
 - b. Wiring of Panels and Accessories 80 hours
 - c. Programing 100 hours
 - d. Commissioning 50 hours
3. CCTV Systems
 - a. Mounting of Peripheral Devices 120 hours
 - b. Wiring of Components and Access 120 hours
 - c. Programing 100 hours
 - d. Commissioning 80 hours
4. Access Control Systems
 - a. Mounting of Peripheral Devices 120 hours
 - b. Wire of components and Access 120 hours
 - c. Programming 100 hours
 - d. Commissioning 100 hours
5. Integrated Systems
 - a. Mounting of Peripheral Devices 120 hours
 - b. Wiring of Components and Access 120 hours
 - c. Programming 100 hours
 - d. Commissioning 100 hours
6. Wireless Security Systems
 - a. Mounting of Peripheral Devices 50 hours
 - b. Wiring of Panels 40 hours
 - c. Programming 90 hours
 - d. Commissioning 60 hours

SYSTEM COMPLETION Total hours: 3850

D. INSPECTION/TESTING/MAINTENANCE

- a. Fire/Life Safety 100 Hours
- b. Nurse Call 50 hours
- c. CCTV 100 hours
- d. Access Control 100 hours

e. Integrated Systems 100 hours

f. Wireless Security 90 hours

INSPECTION/TESTING/MAINTENANCE Total hours: 540

E. SYSTEM DOCUMENTATION Total hours: 150 Hours

GRAND TOTAL 6,000 hours