



Central Ohio Chapter

HVAC Apprenticeship Program

Monthly OJT Report

Work Processes For: Month: _____ Year: _____

Apprentice: _____

Trade: _____ Level: _____

Employer: _____

- A. General trade orientation _____
- B. Fabrication of system components _____
- C. System installation and connection _____
- D. Equipment installation _____
- E. System maintenance _____
- F. Equipment repair _____
- G. Machine shop practice _____
- H. Miscellaneous _____

Total This Month: _____

Total To Date: _____

Supervisor Signature: _____ Date: _____

Apprentice Signature: _____ Date: _____

