



# OJT Documentation Form

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

OJT Documentation for which Course? \_\_\_\_\_

Employer Work Request #	Date of Service	Description of Service Requested	Actual Work Performed	Time In	Time Out	Total Time
OJT indicated on other pages .....						
Total OJT Submitted .....						

To the best of my knowledge the above information is complete and accurate. Moreover, I authorize my employer to release documentation verifying the work, I agree to comply with the practices of AC/C TECH, and I understand that if I knowingly provide false information my enrollment can be revoked.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

After completing this form, please obtain two signatures (from a supervisor, manager, director, etc) verifying that the OJT was completed and achieved within the standards of your organization.

OJT Verification Signatures	Date	Score Recommended	Performance Indicator
			----- 95 - 100% Superior 88 - 94% Good 80 - 87% Average 70 - 79% Poor

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Total OJT On This Page .....						

At the end of every course, students are required to document 30 hours of OJT assignments, which represents 1 semester credit. Much in the same way the AC/C TECH faculty evaluates students academically, maintenance supervisors are asked to evaluate the students OJT performance based on completing planned maintenance, breakdown maintenance, job task standards, restoring vacated apartment units, and uniform physical inspections. The OJT evaluation is also based on completing work orders, special projects, safety skills, technical skills, customer relation skills, and documentation skills.

Points shall be deducted if the work fails to meet expectations, and, points shall be added where outstanding performance is recognized.

### **Starting at 85%, OJT assignments shall be scored as outlined:**

#### **1. Possible deductions for deficiencies noticed on the OJT Form:**

- 1 point will be deducted for illegible writing. Scribble marks, items lined out, etc., are not acceptable.
- 1 point will be deducted for incomplete or missing information, such as student name, student ID, course name and code (for example, PLU101 General Plumbing Maintenance), etc. This information should be displayed on both forms.
- 1 point will be deducted for blanks or inaccurate information located under the Employer Work Request #, Date of Service, Description of Service Requested, Actual Work Performed, Time In, Time Out, and Total Time.
- 1 point will be deducted for a missing student signature, or date.
- 1 point will be deducted for a missing verification signature, date and score.

#### **2. Possible deductions for deficiencies noticed on WORK-ORDERS**

- 1 point will be deducted for every residents' name and phone number that is not blacked out. Please use a permanent marker or white out. When using a permanent marker, make sure the information is not seeping through!
- 1 point will be deducted for each work-order not attached in proper sequence. All work-orders must be attached in the same order as shown on the OJT form.
- 2 points will be deducted if the time in, time out, and total time is not listed.
- 5 points will be deducted for incomplete or not thorough explanations of the work completed. This is to be shown under "Technician Notes" and not under "Access Notes". Most technician notes are far from being acceptable at this point. The notes should address all items listed in the problem description. In addition, the notes should show how the problem was diagnosed and repaired. Please include VOM test values. Also, it's recommended that students reference the AC/C TECH diagnostic and repair procedures to learn what type of information should be listed in technician notes.
- Additional points will be deducted for not achieving standards or expectations. The number of points deducted shall be decided by the person scoring the OJT.

#### **3. Possible deductions for deficiencies related to the ORDER OF DOCUMENTATION**

- 1 point will be deducted if the form is not submitted in correct order. As a reminder, the OJT form contains 2 pages.
- 1 point will be deducted for each job description and/or work-order not placed in correct position. Please sort attachments in the same order as listed on the OJT documentation form. In short, everything should be sorted from the oldest date to the newest date.

#### **4. Possible additions for OUTSTANDING WORK PERFORMANCE**

- 1 point will be added if 25% of the work is PM (Planned Maintenance) related.
- 2 points will be added if 50% of the work is PM related.
- 3 points will be added if 75% of the work is PM related.
- 1 point will be added if 25% of the work was completed within job task standards.
- 2 points will be added if 50% of the work was completed within job task standards.

- 3 points will be added if 75% of the work was completed within job task standards.
- 1 point will be added if 25% of the repairs followed diagnostic & repair procedures.
- 2 points will be added if 50% of the repairs followed diagnostic & repair procedures.
- 3 points will be added if 75% of the repairs followed diagnostic & repair procedures.
- 1 point will be added if the work-orders are well documented and easy to read.
- 1 point will be added if the work-orders are neat, clean & submitted in good condition.
- 1 point will be added if all repairs align with the work request description.
- 1 point will be added if the tech is able to articulate the work performed.
- 1 point will be added if the work was properly completed (no callbacks).
- 1 point will be added if the tech completed an emergency repair correctly.
- 1 point will be added if the tech completed a special project.
- 1 point will be added if the tech did something that prevented additional damage/failures.
- 1 point will be added if the tech followed a unique safety procedure.
- 1 point will be added if the tech conveyed good customer relations when interacting with the resident.
- 2 points will be added if the tech identified the failure correctly and explained specifically what failed and why the failure occurred.
- 2 points will be added if all work-orders contain a good explanation of work performed, without being wordy.

If the OJT assignments are delinquent (not emailed to AC/C TECH within 6 months after the online training ends) a maximum score of 70% will be applied. If the OJT is submitted after 9 months, it will be considered delinquent and not accepted. Those individuals will be assigned a 0 score for that assignment. As clarification, here are three possible scenarios: [1] if the OJT is graded as 89% and submitted pursuant to the timeline the staff will record 89%, [2] if the OJT is graded as 89% and submitted after 6-months, but less than 9 months, a maximum score of 70% will be recorded which is passing, [3] if the OJT is graded as 89% and submitted after 9 months it will not be accepted.

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