



# 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 .....						