**Credit for Previous Experience Worksheet**

This form **MUST** be turned in when registering with ABC and/or the Department of Labor (DOL). This is the only opportunity to add any previous hours for this apprentice including any hours from a previous employer (not previously reported). **Please double check with your apprentice before submitting this information.** If there are no previous hours to be reported, please check the box below and sign and date on the bottom.

**DIRECTIONS:** Using the chart on the next page, locate the trade in which the previous experience was conducted (Electrical, HVAC, Plumbing or Sheet Metal). For each of the corresponding job processes, indicate the number of OJT hours the employee has worked. (Must be able to provide documentation for these hours if requested by ABC and/or the DOL.)

**Number of Job Process:** **Electrical** (1-6), **Plumber** (1-13),

 **HVAC** (1-13), **Sheet Metal** (1-8)

Employee Name:

Company Name the hours were completed with:

Company Start Date:    -    -      Through:    -    -

 (Use date through end of last **full** month)

Trade:

[ ]  There are no previous hours to be reported

# JOB PROCESS HOURS WORKED JOB PROCESS HOURS WORKED

1       8

2       9

3       10

4       11

5       12

6       13

7

 TOTAL HOURS



**Apprentice’s Signature (Required) Date**



**Employer’s Signature of Company Noted Above (Required) Date**

ABC of Iowa Apprenticeship and Training Trust

ELECTRICAL, HVAC, PLUMBING, SHEET METAL – JOB PROCESSES

**HVAC TECHNICIAN – 4 YEARS**

1. **Use and care of tools and equipment:** welding, soldering, blazing, preparation of work area, tools and equipment. Clean-up.
2. **Compression systems (Installation and service):** compressors, condensers, receivers, evaporators – all types and materials.
3. **Refrigerant controls (Installation and service):** expansion valves, all types. Power elements, float-controls, capillary tubes, check valves, safety hazards and controls.
4. **Motor controls:** thermostats, pressure devices, combinations, switches.
5. **Electric motors (service) up to 5 horsepower:** installation, lubrication, field test, servicing.
6. **Absorption System:** solid absorbent, liquid absorbent, controls.
7. **Hermetic, semi-hermetic (Installation and service):** dismantle and rebuild, field test, shop and field repair, controls.
8. **Commercial refrigeration (Installation and service):** condensing units, coils, and evaporators, heat exchanges, surge tanks, vacuum and pressure test, various cooling systems.
9. **Air Conditioning Systems (Installation and service):** humidifiers and dehumidifiers, filtering, cleaning circulating equipment, cooling, cooling towers.
10. **Heating equipment (Installation and service):** furnaces-boilers, fuel burners, unit heaters, etc.
11. **Burner unit (Installation and service):** oil burners, gas burners, stokers, electric hazards and controls.
12. **Boiler room piping (Installation and service):** heaters, circulators, pumps, expansion, loops, safety.
13. **Hydronic Heating Systems (Installation):** hot water circulation, steam systems, installation panels.

**ELECTRICAL – 4 YEARS**

1. **Preliminary Work**: learning names and uses of equipment used in thetrade; names and uses of various tools used in assembling material.
2. **Residential and Commercial rough wiring**: moving material from stockroom, laying out outlets, etc. from blueprints or personal instruction; laying out systems; cutting and installing wires, cables, conduits; assisting journeyman in making connections, installations and preparing information for office.
3. **Residential and Commercial finish work**: connecting and setting switches, plates and receptacles; installing proper fuses various kinds of fixtures; assisting journeyman in installation and completion of work in accordance with the rules of National Board of Fire Underwriters and local regulations.
4. **Industrial Lighting and Service Installation**: installing all types of heavy electrical equipment; wiring all types of heating equipment; complete installation for air conditioning.
5. **Troubleshooting: repairing electrical work**; checking for trouble – making repairs under supervision.
6. **Motor Installation and Control**: installing overcurrent devices; installing replacement motors; analyzing motor circuits/trouble-shooting; installing emergency generators.

**PLUMBER – 4 YEARS**

1. **Care and use of tools and material:** identification, use, operation and maintenance of tools and equipment.
2. **Preparation of tools, equipment and material for plumbing and heating:** loading, unloading materials using safety precautions, selection of materials.
3. **Caulking cast iron pipe:** tools for yarning oakum – caulking lead joints; furnaces (several types); safety measures – molten lead.
4. **Drainage piping and fittings:** installation of; pitching pipe, determining number of fixtures permissible on certain lines.
5. **Venting:** installation; codes.
6. **Pipe cutting, reaming, threading, and flanging, threading machine:** reamers; power drills.
7. **Installation and maintenance of steam and hot water heating systems:** installing main components; fabrication of piping; cutting – patching walls; leaks; repairing components.
8. **Power and industrial process piping:** fabricating and installing high pressure and special allow piping; welding pipe; testing operation systems.
9. **High – low pressure boilers:** installation piping; testing and instructing operating personnel.
10. **Hot and cold water systems for domestic purposes:** measuring, cutting, fitting pipe, joints, valves and installing according to various codes.
11. **Gas System appliances:** selecting, measuring, cutting, threading pipe; unions, joints, leaks, venting according to codes.
12. **Single fixture installation (commodes, bathtubs, etc.):** installation.
13. **Water heater installation:** size, type in accordance with job order; replacement of old heater; installation of new heater according to codes.

**SHEET METAL – 4 YEARS**

1. Use of Hand Tools
2. Use of machine tools and processes
3. Flux, rivets and fastening devices.
4. Measurements and layouts.
5. Benchwork
6. Spot-welding, gas welding
7. Installing ductwork and equipment.
8. General sheet fabrication and installation of skylights and ventilators.
9. **Safety practices**
10. **Insulation of duct work (lining, etc.)**

*JOB PROCESSES*

*Use this information to complete:*

*CREDIT FOR PREVIOUS EXPERIENCE WORKSHEET*

*and*

*MONTHLY OJT REPORTS*