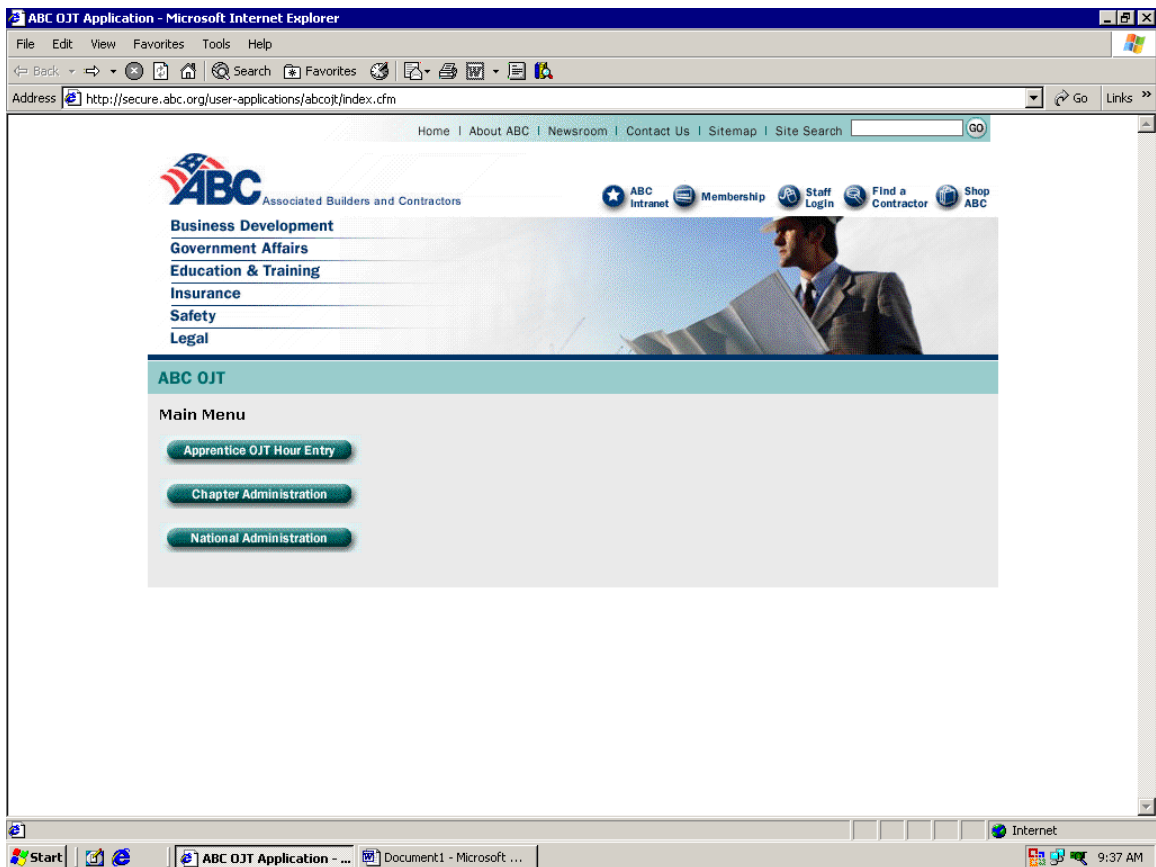
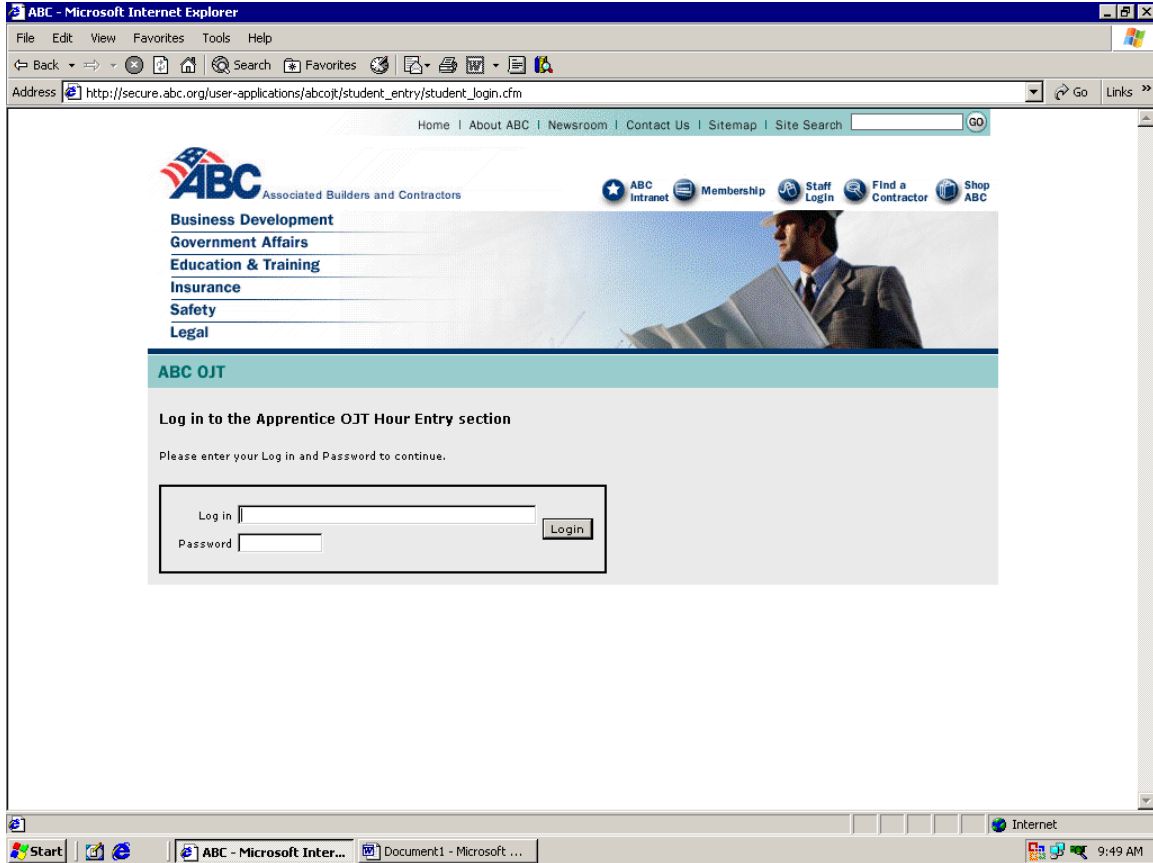


## ONLINE OJT STUDENT TUTORIAL.....

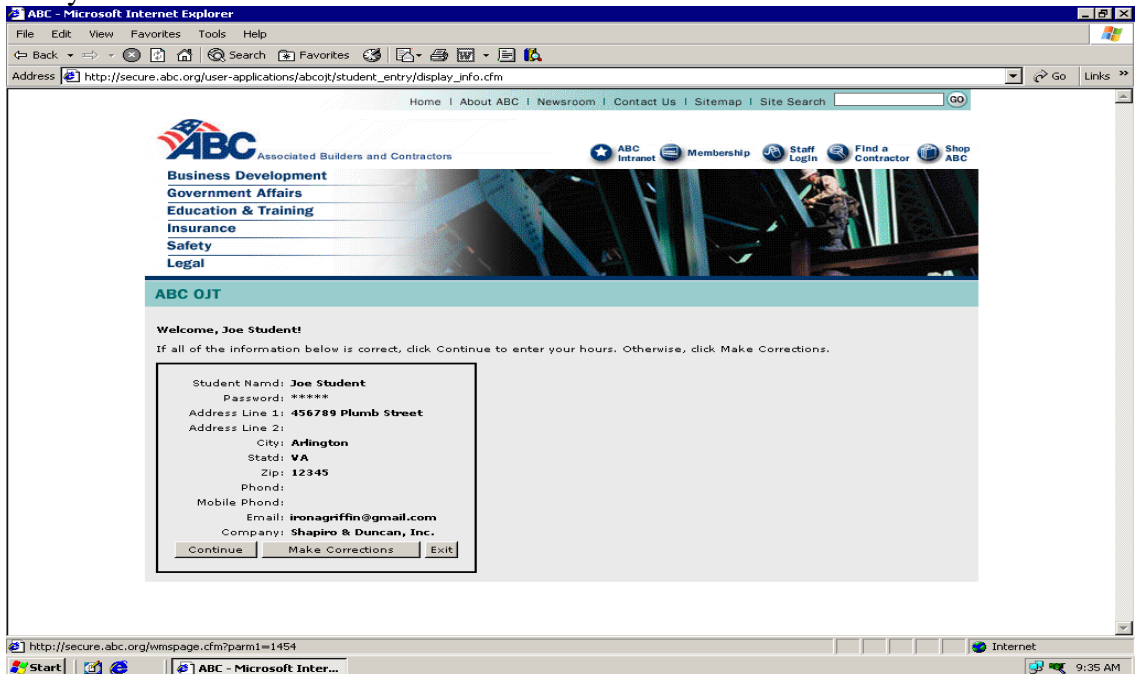
**STEP 1:** Login to this website: <http://ojt.abc.org/>



**STEP 2:** Click on *Apprentice OJT Hour Entry*. This is the screen you will see:



The student will login using his/her email address and password. A successful login will take you to this screen:



**STEP 3:** If there are no corrections to be made, Click continue.....

This is the screen where the student enters in OJT hours for the month prior. (Example: If the date of entry is January 9<sup>th</sup>, then the OJT hours being entered can ONLY be for the previous month (December), because January's hours would not have been worked yet.)

**ABC OJT**

**Student OJT Hours Entry**

Student: **Joe Student** Student Number: **138769** Chapter: **Metro Washington Chapter**  
 Craft: **Plumbing** Today's Date: **06/30/08** Thru Date: **02/29/08**

Message from Metro Washington Chapter - Please enter one month of hours at each monthly entry.

Work Process	Hours To Date	Hours Required	Hours Remaining	Hours this Period
OJT-PLB-A - Safety	42.00	890.00	848.00	<input type="text" value="121.0"/>
OJT-PLB-B - Caulking Cast Iron Pipe	42.00	500.00	458.00	<input type="text" value="1.0"/>
OJT-PLB-C - Drainage Piping & Fittings	42.00	800.00	758.00	<input type="text" value="223.0"/>
OJT-PLB-D - Venting	42.00	400.00	358.00	<input type="text" value="67.0"/>
OJT-PLB-E - Pipe Cutting, Reaming, Threading & Flanging	32.00	320.00	288.00	<input type="text" value="87.0"/>
OJT-PLB-F - Hot & Cold Water Systems For Domestic Purposes	32.00	700.00	668.00	<input type="text" value="34.0"/>
OJT-PLB-G - Gas System Appliances	32.00	600.00	568.00	<input type="text" value="30.0"/>
OJT-PLB-H - Single Fixture Installation	32.00	500.00	468.00	<input type="text" value="60.0"/>
OJT-PLB-I - Water Heater Installation	32.00	640.00	608.00	<input type="text" value="1.0"/>
OJT-PLB-J - Installation & Maintenance of Steam & Hot Water He	32.00	1000.00	968.00	<input type="text" value="1.0"/>
OJT-PLB-K - Power & Industrial Process Piping	32.00	700.00	668.00	<input type="text" value="1.0"/>
OJT-PLB-L - High & Low Pressure Boilers	32.00	700.00	668.00	<input type="text" value="1.0"/>
OJT-PLB-M - Backflow & Cross Connection Prevention	32.00	250.00	218.00	<input type="text" value="1.0"/>
OJT-PREVIOUS - OJT- Credit For Previous Experience	0.00	0.00	0.00	<input type="text" value="0"/>
<b>Totals:</b>	<b>456.00</b>	<b>8000.00</b>	<b>7544.00</b>	<input type="text" value="628"/>

**STEP 4:** When finished, Click Submit Hours.....

The screenshot shows a Microsoft Internet Explorer browser window displaying a web form titled "Message from Metro Washington Chapter - Please enter one month of hours at each monthly entry." The form contains a table with columns for "Work Process", "Hours To Date", "Hours Required", "Hours Remaining", and "Hours this Period". A modal dialog box is overlaid on the form, containing the following text:

**Microsoft Internet Explorer**

Your hours will now be recorded.

Please wait until the next page comes up so you can print out a copy for your records.

Your employer will be sent an email at the end of the period summarizing your hours.

However, you are still responsible for keeping a paper copy of your hours!

OK Cancel

The table data is as follows:

Work Process	Hours To Date	Hours Required	Hours Remaining	Hours this Period
OJT-PLB-A - Safety	42.00	890.00	848.00	121.0
OJT-PLB-B - Caulking Cast Iron Pipe	42.00	500.00	458.00	1.0
OJT-PLB-C - Drainage Piping & Fittings	42.00	800.00	758.00	223.0
OJT-PLB-D - Venting	42.00	400.00	358.00	67.0
OJT-PLB-E - Pipe Cutting, Reaming, Threading & Flanging	32.00	320.00	288.00	87.0
OJT-PLB-F - Hot & Purpose				34.0
OJT-PLB-G - Gas S				30.0
OJT-PLB-H - Single				60.0
OJT-PLB-I - Water				1.0
OJT-PLB-J - Instal Hot Wat				1.0
OJT-PLB-K - Power				1.0
OJT-PLB-L - High 8				1.0
OJT-PLB-M - Backflow & Cross Connection Prevention	32.00	250.00	218.00	1.0
OJT- PREVIOUS - OJT- Credit For Previous Experience	0.00	0.00	0.00	0
<b>Totals:</b>	<b>456.00</b>	<b>8000.00</b>	<b>7544.00</b>	<b>628</b>

At the bottom of the form, there is a "Submit Hours" button and an "Exit" button. Below the form, contact information for Lisa Johnson is provided:

Lisa Johnson  
Metro Washington Chapter  
4061 Powder Mill Rd., Suite 120  
Calverton, MD 20705  
Work Phone: (301) 853-4668  
Email: ljohnson@abcmetrowashington.org  
Website: www.abcmetrowashington.org

This screen alerts the student that his/her hours will now be recorded and emailed to the Company for approval. To proceed, click OK.....

**STEP 5:** At this point, you can print a copy of the report for your records and then exit the system

**Associated Builders And Contractors - Print OJT Hours**

**STEP 1: PRINT OUT THIS PAGE** - If a print box did not pop up, go to the **File** menu in the upper left corner of your screen, and select **Print**.

**STEP 2: CLICK THE EXIT BUTTON**

Student: **Joe Student** Student Number: **138769** Chapter: **Metro Washington Chapter**  
 Craft: **Plumbing** Today's Date: **06/30/08** Thru Date: **02/29/08**

**Message from Metro Washington Chapter: Please enter one month of hours at each monthly entry.**

Work Process	Hours To Date	Hours Required	Hours Remaining	Hours this Period
A - Safety	42.00	890.00	848.00	<b>121.00</b>
B - Caulking Cast Iron Pipe	42.00	500.00	458.00	<b>1.00</b>
C - Drainage Piping & Fittings	42.00	800.00	758.00	<b>223.00</b>
D - Venting	42.00	400.00	358.00	<b>67.00</b>
E - Pipe Cutting, Reaming, Threading & Flanging	32.00	320.00	288.00	<b>87.00</b>
F - Hot & Cold Water Systems For Domestic Purposes	32.00	700.00	668.00	<b>34.00</b>
G - Gas System Appliances	32.00	600.00	568.00	<b>38.00</b>
H - Single Fixture Installation	32.00	500.00	468.00	<b>68.00</b>
I - Water Heater Installation	32.00	640.00	608.00	<b>1.00</b>
J - Installation & Maintenance of Steam & Hot Water He	32.00	1000.00	968.00	<b>1.00</b>
K - Power & Industrial Process Piping	32.00	700.00	668.00	<b>1.00</b>
L - High & Low Pressure Boilers	32.00	700.00	668.00	<b>1.00</b>
M - Backflow & Cross Connection Prevention	32.00	250.00	218.00	<b>1.00</b>
S - OJT- Credit For Previous Experience	0.00	0.00	0.00	<b>0.00</b>
<b>Totals:</b>	<b>456.00</b>	<b>8000.00</b>	<b>7544.00</b>	<b>628.00</b>

Lisa Johnson  
 Metro Washington Chapter  
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 Calverton, MD 20705  
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 Email: ljohnson@abcmetrowashington.org  
 Website: www.abcmetrowashington.org