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In Association with the National Elevator Industry Educational Program

## OJT Cheat Sheet

- ❖ Make a copy or take a picture of your OJT before sending it in
  - ❖ *You are responsible for keeping track of your hours*
- ❖ Mail or drop off all 3 pages of your OJT (white, yellow & pink)
- ❖ OJTs must be in the JATC Office **no later than the 10<sup>th</sup>**
- ❖ All hours must be added & recorded prior to submitting your OJT
- ❖ A Mechanic or Superintendent/Supervisor signature is required
  - ❖ *Print the Mechanic or Superintendent/Supervisor's name next to the signature*
- ❖ The work performance evaluation must be completed prior to submitting
- ❖ Once you pass the mechanic exam, you will submit a final OJT for that month through the day you passed the exam
- ❖ You will receive your stamped pink copy back, along with a blank copy

Detailed information is available in your new hire binder & included with this document for your reference.

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