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In Association with the National Elevator Industry Education

OJT Process Cheat Sheet

- ❖ *Mail or drop off all 3 pages of your OJT (white, yellow & pink)*
- ❖ *Take a picture of your OJT for your records before sending it in*
- ❖ *OJTs must be in the JATC Office **no later than the 10th***
- ❖ *All hours must be recorded and added before turning in your OJT*
- ❖ *A Mechanic or Superintendent/Supervisor signature required*
- ❖ *Mechanic work performance evaluation required*
- ❖ *When you pass the mechanic exam, you must turn in a final OJT for that month until the day you took the test.*
- ❖ *You will receive the stamped pink copy back, along with a blank copy.*

Detailed information is also available in your New Hire binder and included on the second page of this document for your reference.

*Charlene
SC Elevator Constructors JATC
Office Manager/Secretary
NEIEP Part Time Administrator
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