

## On-The-Job Training (OJT) Worksheet for Vocational Providers

### 1. Background Information

Claim number \_\_\_\_\_

Worker name \_\_\_\_\_

Training site name \_\_\_\_\_

Training site address \_\_\_\_\_

Contact person name \_\_\_\_\_ Position \_\_\_\_\_

Trainer name \_\_\_\_\_ Position \_\_\_\_\_

Work position \_\_\_\_\_ DOT number \_\_\_\_\_

Training hours \_\_\_\_\_

Wage (show progression and dates of increases, if any) \_\_\_\_\_

Period of OJT agreement \_\_\_\_\_ Through \_\_\_\_\_

Training purpose (brief statement) \_\_\_\_\_

Description of job \_\_\_\_\_

### 2. Learning objectives: (Identify class/course or experiential learning dates and itemize skills to be acquired for each period. Expand and/or add learning objective boxes as needed.)

a. \_\_\_\_\_ through \_\_\_\_\_

Trainee will learn:

b. \_\_\_\_\_ through \_\_\_\_\_

Trainee will learn:

c. \_\_\_\_\_ through \_\_\_\_\_

Trainee will learn: