

Appendix G
NTMA-U Apprenticeship Record 3



THE NTMA-U APPRENTICESHIP RECORD BOOK

The web-based / online learning NTMA-U Apprenticeship Record Book is developed in partnership with the NTMA Member Company, and the National Tooling and Machining Association.

APPRENTICES

This is the official record of your Apprentice Training and Practical Work Experience. It should be used weekly as a guide to help you, and your employers keep track of your progress, and also as proof of your qualifications and experience. You will also find this book helpful when you need to provide documentation of your technical training, and on-the-job competencies to college when applying for Articulated College Credit.

PLEASE NOTE: This NTMA-U Record book is your personal record of your learning experience and training - **TAKE CARE OF IT!**

Apprentices are responsible for:

- 1. Getting the record book endorsed by your employer on a weekly basis.**
- 2. Maintaining up-to-date entries in the employer and training sections.**
- 3. Determining with an employer what additional information needs to be written and also how often.**
- 4. Using the "NTMA-U Training Plan" form with your employer to establish a comprehensive apprenticeship program that complies with the DOL- Office of Apprenticeship 607.5 hours of Related Training and 8,000 hours of related trade shop time.**

Please note: Instructors and employers are not responsible for your documentation - they are only responsible for signing off the areas you have completed.

EMPLOYERS

The Apprenticeship Record Book will assist the apprentice in collecting official documentation of their apprenticeship. It is extremely important that you complete the in shop training experience endorsement. This book will be an important tool for your apprentice to record his/her level of machine trades training completed.

PRINTING AND ASSEMBLING AN APPRENTICESHIP RECORD BOOK

Personalizing "Your" Record Book

- This book will be uniquely yours. Your collection of all the information pertaining to your Apprenticeship Training and Practical Work Experience. As no two apprenticeships are identical, no two record books will be identical.
- Creating and maintaining this book will require effort on your part. Your record book will reflect the amount of care and attention you pay to it.
- We recommend you consider purchasing a 1" wide waterproof binder (8.5" x 11") to set up your basic record book. This size will allow you to collect and store any important documents that pertain to your apprenticeship
- Depending on the conditions your record book will be exposed to you may want to consider using a waterproof paper to print out the forms we've created that will become the basis of your record book.



PERSONAL INFORMATION FORM

APPRENTICE INFORMATION

NAME: _____

DATE OF Enrollment into NTMA-U Training:

NAME of Shop Supervisor: _____

EMPLOYER INFORMATION for REGISTERED APPRENTICESHIP AGREEMENTS:

EMPLOYER INFORMATION

Apprentice YEAR: 1 2 3 4 (circle)

Employer: _____

Full Address (Street / City / State / Postal) _____

Employees Start Date with the Company: Dates of Employment: From: _____
(Y/M/D) To: _____

Apprentice YEAR: 1 2 3 4 (circle)

Employer: _____

Full Address (Street / City / State / Postal) _____

Employees Start Date with the Company: Dates of Employment: From: _____
(Y/M/D) To: _____

Apprentice YEAR: 1 2 3 4 (circle)

Employer: _____

Full Address (Street / City / State / Postal) _____

Employees Start Date with the Company: Dates of Employment: From: _____
(Y/M/D) To: _____

EMPLOYER INFORMATION

Apprentice YEAR: 1 2 3 4 (circle)

Employer: _____

Full Address (Street / City / State / Postal) _____

Employees Start Date with the Company: Dates of Employment: To: From: _____

Week	Topic	Coursework	Assignments	Tests/Exams	Signature
1	Getting Started in CNC – Blueprint and Shop Math	Math: Page 182, 183 (video) Trig: Identifying Sides Blueprint: CB1001	ToolingU: Mechanics of CNC 110 GE Fanuc Mill: Control Panel Overview 250		
2	Sine bars and Gage Blocks and CNC	Videos: Sine Bars, Gage Blocks Blueprint: TP160	ToolingU: Basics of the CNC Turning Center 120 GE Fanuc Lathe: Control Panel Overview 255		
3	Sine bars and Gage Blocks and CNC	Math: Page 196 (videos) Video: Gage Blocks for Sine Bars Blueprint: BP147	ToolingU: Basics of the CNC Machining Center 130 GE Fanuc Mill: Entering offsets 260		
4	CNC	Math: Page 197 (videos) Blueprint: BP140	ToolingU: Basics of the CNC Swiss-type Lathe 135 GE Fanuc Lathe: Entering Offsets 265	CNC SEMESTER 3 TEST – 100pts	
5	CNC	Math: Pages 202,203,205 (Videos) Blueprint: BP141	ToolingU: CNC Coordinates 140 GE Fanuc Mill: Locating Program Zero 270		
6	CNC	Math: Pages 206, 208 (Videos) Blueprint: CB1002	ToolingU: Part Program 150 GE Fanuc Lathe: Locating Program Zero 275		
7	CNC	Blueprint: CB1003 Math: Pages 209-211	ToolingU: CNC Manual Operations 200 GE Fanuc Mill: Program Execution 280		
8	CNC and GD&T	GDT: Chapter 1	ToolingU: CNC Offsets 210 GE Fanuc Lathe: Program Execution 285	MID-TERM: CNC MID-TERM – 200 pts	
9	CNC and GD&T	Math: Pages 212-214 Blueprint: CB1004	ToolingU: CNC Specs for the Mill 220 GE Fanuc Mill: Program Storage 310		
10	CNC and GD&T	Math: Pages 214-216 GDT: Chapter 1	ToolingU: CNC Specs for the Lathe 225 GE Fanuc Lathe: Program Storage 315		
11	CNC and GD&T	Math: Pages 216-217 GDT: Chapter 2	ToolingU: Creating a Turning Program 280 GE Fanuc Mill: First Part Runs 320		
12	CNC and GD&T	Math: Pages 217-218	ToolingU:		

13	CNC and GD&T	Math: Page 219 GDT: Chapter 4	ToolingU:		
			Creating a Milling Program 290 Haas Mill: Control Panel Overview 250		
14	CNC and GD&T	Math: Pages 220-221 GDT: Chapter 5	ToolingU:		
			Milling Calculations 295 Haas Lathe: Control Panel Overview 255		
15	CNC and GD&T	Math: Pages 222-223 GDT: Chapter 7	ToolingU:		
			Canned Cycles 310 HAAS Mill: Entering Offsets 260		
16	Wrap-up and Testing		FINAL EXAM	FINAL TEST- 200 pts	

APPRENTICESHIP TRAINING GRADES

TOPIC	POSSIBLE POINTS	STUDENT POINTS
CNC SEMESTER 3 TEST	100	
CNC MIDTERM	200	
FINAL	200	

TOOLINGU COURSES	GRADE	Hours
Mechanics of CNC 110		5 hrs
GE Fanuc Mill: Control Panel Overview 250		5 hrs
Basics of the CNC Turning Center 120		5 hrs
GE Fanuc Lathe: Control Panel Overview 255		5 hrs
Basics of the CNC Machining Center 130		5 hrs
GE Fanuc Mill: Entering Offsets 260		5 hrs
Basics of the CNC Swiss-type Lathe 135		5 hrs
GE Fanuc Lathe: Entering Offsets 265		5 hrs
CNC Coordinates 140		5 hrs
GE Fanuc Mill: Locating Program Zero 270		5 hrs
Part Program 150		5 hrs
GE Fanuc Lathe: Locating Program Zero 275		5 hrs
CNC Manual Operations 200		5 hrs
GE Fanuc Mill: Program Execution 280		5 hrs
CNC Offsets 210		5 hrs
GE Fanuc Lathe: Program Execution 285		5 hrs
CNC Specs for the Mill 220		5 hrs
GE Fanuc Mill: Program Storage 310		5 hrs
CNC Specs for the Lathe 225		5 hrs
GE Fanuc Lathe: Program Storage 315		5 hrs
Creating a Turning Program 280		5 hrs
GE Fanuc Mill: First Part Runs 320		5 hrs
Turning Calculations 285		5 hrs
GE Fanuc Lathe: First Part Runs 325		5 hrs
Creating a Milling Program 290		5 hrs
Haas Mill: Control Panel Overview 250		5 hrs
Milling Calculations 295		5 hrs
Haas Lathe: Control Panel Overview 255		5 hrs
Canned Cycles 310		5 hrs
HAAS Mill: Entering Offsets 260		5 hrs
Totals		150 Hrs

ON-THE-JOB TRAINING FORM

(TO BE COMPLETED & SIGNED BY EMPLOYER'S REPRESENTATIVE)

DATE		TASKS	ENDORSEMENT
FROM: (Y/M/D)	TO: (Y/M/D)	DESCRIPTION OF TYPES OF WORK PERFORMED	1. NAME 2. TITLE 3. SIGNATURE
			1)
			2)
			3)
			1)
			2)
			3)
			1)
			2)
			3)
			1)
			2)
			3)
			1)
			2)
			3)
			1)
			2)
			3)

			1)
			2)
			3)



TRAINING PLAN WORKSHEET

APPRENTICESHIP TRAINING PLAN YEAR: **1 2 3 4** (circle year of apprenticeship)

Training Period		TRAINING COMPETENCIES	METHOD OF EVALUATION	DATE COMPLETED	ASSIGNED JOURNEYWORKER	ENDORSEMENT
From (Y/M/D)	To (Y/M/D)					
		Understands how to use a Sine Bar				
		Understands how to Use Gage Blocks				
		Knows GD&T Symbols				
		Can read a blueprint with GD&T				
		Knows How to Create a CNC Turning Program				
		Knows How to Create a CNC Milling Program				
		Understands HAAS CNC Control Panels				
		Understands GE Fanuc CNC Control Panels				

Signatures

Date Signed

Employer:

Journeyworker / Trainer:

Apprentice:
