

Appendix H

NTMA-U Apprenticeship Record 4



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	CNC and Metallurgy	Math: Pages 270-274 Carbon vs Non Carbon Hardness Overview of Powder Metallurgy	ToolingU: Intro to Materials 100 Haas Mill: Entering Offsets 260 Haas Lathe: Entering Offsets 265		
2	CNC and Metallurgy	GDT: Chapter 3 Quiz Review Math: Pages 276-278	ToolingU: Structure of Metals 110 Haas Mill: Locating Program Zero 270 Haas Lathe: Locating Program Zero 275		
3	CNC and Metallurgy	GDT: Chapter 3 Quiz Review Math: Page 281	ToolingU: Overview of Plastic Materials 115 Haas Mill: Program Execution 280 Haas Lathe: Program Execution 285		
4	CNC and Metallurgy	Math: Pages 286-288 GDT: Chapter 4 Quiz Review	ToolingU: Metal Manufacturing 140 Haas Mill: Program Storage 310 Haas Lathe: Program Storage 315		
5	CNC and Metallurgy	Math: Law of Sines Basic Heat Treating GDT: Chapter 5 Quiz Review	ToolingU: Physical Properties of Metals 120 Haas Mill: First Part Runs 320 Haas Lathe: First Part Runs 325		
6	CNC and Metallurgy	Math: Pages 248-250 GDT: Chapter 6 Quiz Review	ToolingU: Overview of Properties for Plastics 135 Mazak Mill: Control Panel Overview 250 Mazak Lathe: Control Panel Overview 255		
7	CNC and	GDT: Chapter 7 Quiz	ToolingU:		

	Metallurgy	Review Math: Pages 253-254	Mechanical Properties of Metals 120 Mazak Mill: Safety for the Mill 260 Mazak Lathe: Safety	
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			for the Lathe 265		
8	CNC and Metallurgy, And Midterms	Math: Page 255	ToolingU: Overview of Plastic Properties 145 Mazak Mill: Locating Program Zero 270 Mazak Lathe: Locating Program Zero 275	MATH AND GDT TEST	
9	CNC and Metallurgy	Math: Pages 255-256 Gage Block and Sine Bar Intro	ToolingU: Metal Classification 150 Mazak Mill: Entering Offsets 280 Crating an EIA/ISO Program for the Mazak Mill 286		
10	CNC and Metallurgy	Using a Gauge Pin	ToolingU: Ferrous Metals and Alloys 210 Creating an EIA/ISO Program for the Mazak Lathe 287 Creating a Mazatrol Program for the Mill 288		
11	CNC and Metallurgy	Using a Gauge Pin	ToolingU: Nonferrous Metals and Alloys 220 Creating an EIA/ISO Program for the Lathe 289 Creating a Mazatrol Program for the Lathe 289		
12	CNC and Metallurgy	Math: Page 289 Finding a Roll Pin	ToolingU: Mazak Lathe: Program Execution 295 Mazak Mill: Program Storage 310		
13	CNC and Metallurgy	Math: Pages 291-294	ToolingU: Heat Treatment of Steel 230 Mazak Lathe: Program Storage 315		
14	CNC and Metallurgy	Math: Pages 295-296 Thermoforming	ToolingU: Principals of Thermoforming 265 Mazak Mill: First Part Runs 320		

15	CNC and Metallurgy	Math: Page 297	ToolingU: Mazak Lathe: First Part Runs 325	MATH TEST	
16	Wrap-up and Testing		FINAL EXAM	FINAL EXAM-200 pts	

TOPIC	POSSIBLE POINTS	STUDENT POINTS
MATH AND GDT TEST WEEK 8		
WEEK 15 TEST		
FINAL	200	

TOOLINGU COURSES	GRADES	Hours
Intro to Materials 100		3.5 hrs
Haas Mill: Entering Offsets 260		3.5 hrs
Haas Lathe: Entering Offsets 265		3.5 hrs
Structure of Metals 110		3.5 hrs
Haas Mill: Locating Program Zero 270		3.5 hrs
Haas Lathe: Locating Program Zero 275		3.5 hrs
Overview of Plastic Materials 115		3.5 hrs
Haas Mill: Program Execution 280		3.5 hrs
Haas Lathe: Program Execution 285		3.5 hrs
Metal Manufacturing 140		3.5 hrs
Haas Mill: Program Storage 310		3.5 hrs
Haas Lathe: Program Storage 315		3.5 hrs
Physical Properties of Metals 120		3.5 hrs
Haas Mill: First Part Runs 320		3.5 hrs
Haas Lathe: First Part Runs 325		3.5 hrs
Overview of Properties for Plastics 135		3.5 hrs
Mazak Mill: Control Panel Overview 250		3.5 hrs
Mazak Lathe: Control Panel Overview 255		3.5 hrs
Mechanical Properties of Metals 120		3.5 hrs
Mazak Mill: Safety for the Mill 260		3.5 hrs
Mazak Lathe: Safety for the Lathe 265		3.5 hrs
Overview of Plastic Properties 145		3.5 hrs
Mazak Mill: Locating Program Zero 270		3.5 hrs
Mazak Lathe: Locating Program Zero 275		3.5 hrs
Metal Classification 150		3.5 hrs
Mazak Mill: Entering Offsets 280		3.5 hrs
Crating an EIA/ISO Program for the Mazak Mill 286		3.5 hrs
Ferrous Metals and Alloys 210		3.5 hrs
Creating an EIA/ISO Program for the Mazak Lathe 287		3.5 hrs
Creating a Mazatrol Program for the Mill 288		3.5 hrs
Nonferrous Metals and Alloys 220		3.5 hrs
Creating an EIA/ISO Program for the Lathe 289		3.5 hrs
Creating a Mazatrol Program for the Lathe 289		3.5 hrs
Mazak Lathe: Program Execution 295		3.5 hrs
Mazak Mill: Program Storage 310		3.5 hrs
Heat Treatment of Steel 230		3.5 hrs
Mazak Lathe: Program Storage 315		3.5 hrs
Principals of Thermoforming 265		3.5 hrs

Mazak Mill: First Part Runs 320		3.5 hrs
Mazak Lathe: First Part Runs 325		3.5 hrs
Total		157.5 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 Ferrous Metals and Alloys				
		Understands Non-Ferrous Metals and Alloys				
		Understands the Structure and Physical Properties of Metals				
		Understand the Properties of Plastics				
		Understands Heat Treating Processes				
		Can fully operate and Program a CNC Mill				
		Can fully operate and Program a CNC Lathe				

Signatures

Date Signed

Employer:

Journeyworker / Trainer:

Apprentice: _____
