ClickTime - Apprentice Guide

Recording Your On-the-Job [OJT] Hours
ClickTime – Apprentice User Guide

On the Job Training System

The On-The-Job Training (OJT) is a crucial component of the AACP Apprenticeship Program. Guided by an experienced journey person and technician, the apprentice will receive the necessary hands-on training to become skilled in the HVAC industry. In addition to passing grades, an apprentice must have 8,000 approved OJTs (approximately 2,000 OJTs per year) to complete the program*. Hours are divided across the below nine [9] Process Areas.

It is the apprentice’s responsibility to record each hour spent training and working in each of the Process Areas on the ClickTime app or website. For accuracy, we strongly encourage apprentices to log OJTs at the end of each workday. An apprentice MUST submit the monthly timesheet to their Supervisor to review within five [5] days after month-end. The apprentice may generate a report of their OJTs through ClickTime to inform their employer of their progress. Please use the “How to Generate a Report” Guide provided in the link below.**

NOTE: We will not accept ANY OJT hours submitted after thirty [30] days following month-end.
*Driving hours do not count as On-the-Job Training time. Only work done while in the field with your supervisor is considered training that can be documented.

<table>
<thead>
<tr>
<th>Description of the Nine Work Process Areas</th>
<th>Approximate Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  Use and care of tools and equipment</td>
<td>400.00</td>
</tr>
<tr>
<td>B  Air conditioning and refrigerating systems</td>
<td>3,000.00</td>
</tr>
<tr>
<td>C  Air duct, movement and treatment</td>
<td>900.00</td>
</tr>
<tr>
<td>D  Refrigeration controls</td>
<td>900.00</td>
</tr>
<tr>
<td>E  Motors, controls</td>
<td>900.00</td>
</tr>
<tr>
<td>F  Heating and fuel burning equipment</td>
<td>800.00</td>
</tr>
<tr>
<td>G  Heat pumps</td>
<td>800.00</td>
</tr>
<tr>
<td>H  Piping, installation and services</td>
<td>250.00</td>
</tr>
<tr>
<td>I  Safety</td>
<td>50.00</td>
</tr>
<tr>
<td>**Total Hours [over a four-year period]</td>
<td><strong>8,000.00</strong></td>
</tr>
</tbody>
</table>
Recording Your On the Job Training Hours On A Computer

1. Start by going to www.login.clicktime.com to login. Enter your email address and password.
2. Upon Logging in, you will be presented with the main Time Entry page. The current week will appear; however, you can easily navigate forward or backwards using the left and right arrows next to the date range.
3. To start, select your employer from the pull down in the “employer” column.
4. Select the relevant work process category from the “assignment column.”
5. Each work process hour category will have one line in the time sheet. You can now enter your hours in the blank entry fields. The system will automatically save your time entries every 30 seconds; however, it is best practice to press the “SAVE” button after entering your hours.
6. To Submit your timesheet (must be completed every month, on the last day of the month), select the “Timesheet View” button.
7. On the “Timesheet View” page, you will be able to see an overview of the entire month. To submit your timesheet, press the “SUBMIT” button at the top. If desired, you may also print a copy of your timesheet for your records by pressing the “Print” button at the Top Right.
8. A final confirmation page will be presented. You will see the current timesheet date range, your name, and your supervisor’s name at the top. If desired, you may enter any notes for your supervisor to see. By default, you will receive a notification if your supervisor rejects your timesheet, however, you can also check off to receive a notification when your supervisor approves your timesheet. Once complete, press “SUBMIT” and your timesheet will be locked and submitted for approval.
Recording Your On the Job Training Hours On A Phone

1. Download the ClickTime App from the App Store to your mobile device. The App Icon will appear as follows:
2. Upon opening the app for the first time, you will be presented with the login screen. Enter your email address and password. The e-mail address used must match the one on file with AACP. Note – after the first login, the app should remember your credentials and keep you logged in.
3. Upon logging in, you will be presented with the main Time Entry page. The current day will appear; however, you can easily navigate forward or backwards using the left and right dots, next to the date.

   To enter time, press the “Tap here to add time” button.
4. The Add time screen will be displayed. Select you employer from the employer dropdown, and the work process category from the “assignment” dropdown. Finally, enter the number of hours for the section. If needed, enter a note about the time entry. When completed, select “DONE” in the top Left.
5. To Submit your timesheet (must be completed every month, on or before the last day of the month), select the “Timesheets” button located on the left side Menu of the main page.
6. On the “Timesheets” page, you will see an overview of the entire month. To submit your timesheet, press the “Submit Timesheet” button at the bottom.
7. A final confirmation popup will be presented. You will see your supervisor’s name at the top. If desired, you may enter any notes for your supervisor to see. Once complete, press “SUBMIT” and your timesheet will be locked and submitted for approval.
Pulling Reports – On the Job Training Hours

1. Start by going to www.login.clicktime.com to login. Enter your email address and password. NOTE: Reports can only be generated on a computer. This function will not work on a mobile device.
2. Upon Logging in, you will be presented with the main time entry page. Locate the “My Reports” button and click here.
4. Select the relevant date range that you want to see a report on. **NOTE:** you must select January 1, 2016 as the start date in order to capture ALL historical data prior to ClickTime! Failure to do so will result in an inaccurate report! (This selection will remember itself after you run your first report)
5. Each work process area will have one line in your report. ONLY hours entered on approved timesheets will be counted in this tally. Your employer will be shown at the left, and your instructional hours will be shown under the assignment column.