

Ohio Department of Job and Family Services
Ohio State Apprenticeship Council (OSAC)
**VOUCHER OF CREDIT
FOR APPRENTICE'S PREVIOUS EXPERIENCE**

Sponsor Organization	Program ID #
Apprentice's Name	Occupation

ON-THE-JOB TRAINING (O.J.T.) CREDIT

Credit for previous work or job skill must not equal more than 75% of the normal term of OJT, and the remaining amount of OJT in the program must be no less than 2,000 hours. Any amount of OJT credit will require submittal of a completed voucher and is subject to the approval of the OSAC administrator.

<u>Employment:</u> For each job where the apprentice obtained qualifying work experience, please list the employer and the amount of OJT credit earned.	<u>Credit Hours</u>
<u>Remaining OJT:</u> Please calculate the following.	<u>Total Hours</u>
Hours of the normal OJT term	
Total OJT hours credited (above) to this apprentice	
Normal OJT term hours <i>minus</i> credit	

RELATED TECHNICAL INSTRUCTION (R.T.I.) CREDIT

Credit for previous technical instruction may equal up to 100% of the program's RTI requirement. Any amount of RTI credit will require submittal of a completed voucher, and is subject to the approval of the OSAC administrator. *Attached to the voucher there must be documentation* (e.g., a transcript) of the course work on which credit is based.

<u>Instruction:</u> Please list each institution that provided the apprentice with qualifying instruction, as well as the amount of credit earned through that institution.	<u>Credit Hours</u>
<u>Remaining RTI:</u> Please calculate the following.	<u>Total Hours</u>
Hours of the normal RTI term	
Total RTI hours credited (above) to this apprentice	
Normal RTI term hours <i>minus</i> credit	

SIGNATURES

Sponsor Representative's Signature	Date
Apprentice's Signature	Date