

## MEMO

**Date:** Current

**To:** Potential Heavy Equipment **Operator Apprentice**

**From:** Gary Townsley, Apprenticeship Director  
Office: 602.274.8222

**Subject:** Credit for Previous **Operator** Work Experience and Related Training

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### **Previous Work Experience:**

Attached is a form that can be filled out if you have had prior work experience in heavy equipment operation. The Apprenticeship Committee can grant up to 50% Credit in any of the categories listed on page 2, up to a maximum total of 1000 Hours granted overall. All previous work experience **must be documented on a letter (with company letterhead)** and signed by a responsible party. This letter should include the hours you are applying for credit for and itemized in the following categories on page 2. This credit could allow you to complete the program sooner.

### **Related Training:**

Attached is a form that can be filled out if you have had prior training that would apply. Make sure that you include any related trade training (Classroom) that is similar to those categories listed on page 3 & 4. It will be the sole discretion of the Apprenticeship Committee to analyze and grant credit accordingly. Related training hours **must be documented** by any of the following; Certificates, Transcripts, Diploma, Letters of completion (must be on company letterhead). This credit could allow you to complete the program sooner.

**Make sure you sign and date page 5 after all information is completed.**

**PREVIOUS CREDIT ANALYSIS FORM - OJT**

**DATE OF REQUEST:** \_\_\_\_\_ **OCCUPATION:** Equipment Operator

**NAME OF APPLICANT/APPRENTICE:** \_\_\_\_\_

This is a self-analysis form, designed to allow potential apprentices to analyze their past work experience. It will also provide a guide to getting documentation needed to allow the Apprenticeship Committee to review your previous work experience records and to grant you credit for what you have done.

**Note: The maximum the committee can allow is credit up to 1000 hours and no more than 50% in any one of the categories listed below. All credit granted must be supported by a letter with the company letterhead verifying your previous experience.**

<b>Work Process Title</b>	<b>On The Job Training Hours Required</b>	<b>Actual Experience</b>	<b>ABA/AGC ONLY</b>
a. Safety and Housekeeping	300	_____	_____
b. Equipment Preventive Maintenance	100	_____	_____
c. Grade Checking	600	_____	_____
d. Excavator Operation	700	_____	_____
e. Front End Loader Operation	600	_____	_____
f. Scraper Operation	600	_____	_____
g. Bulldozer Operation	600	_____	_____
h. Grader Operation	600	_____	_____
i. Compaction Equipment	400	_____	_____
j. Other/Specialized Equipment Operation	500	_____	_____

continued next page

(Itemize Other/Specialized equipment hours)

- 1. Gannon \_\_\_\_\_
- 2. Rollers \_\_\_\_\_
- 3. Backhoes \_\_\_\_\_
- 4. Water Truck \_\_\_\_\_
- 5. Dump Truck \_\_\_\_\_
- 6. \_\_\_\_\_ \_\_\_\_\_
- 7. \_\_\_\_\_ \_\_\_\_\_
- 8. \_\_\_\_\_ \_\_\_\_\_
- 9. \_\_\_\_\_ \_\_\_\_\_
- Total \_\_\_\_\_

TOTAL PREVIOUS WORK EXPERIENCE: \_\_\_\_\_

**PREVIOUS CREDIT ANALYSIS FORM – RELATED TRAINING**

**DATE OF REQUEST:** \_\_\_\_\_ **OCCUPATION:** Equipment Operator

**NAME OF APPLICANT/APPRENTICE:** \_\_\_\_\_

This is a self-analysis form, designed to allow potential apprentices to analyze their past Related Training experience (Formal Class Room). It will also provide a guide to getting documentation needed to allow the Apprenticeship Committee to review your previous formal classroom records. The analysis will allow the committee to grant you credit for what you have completed.

**Note: It will be the sole discretion of the Apprenticeship Committee to determine if a particular class is acceptable in meeting the criteria required. When filling out this form be specific in listing the title of the class in the area on the right below that matches what you have taken. All credit granted must be supported by a signed letter on the company letterhead verifying your previous experience.**

Course #	Course Title	Hours	Course #	Course Title	Hours
AGC 101	Orientation – AGC & Trade	(0.5)			
AGC 102	Intro. To Construction Math	(1.0)			
AGC 103	Basic Safety	(1.0)			
AGC 104	Soils 1	(1.0)			
AGC 105	Grades 1	(1.0)			
AGC 106	Machine Orientation 1	(0.5)			
AGC 107	Machine Operation 1(1)	NA			
AGC 121	Equip. Prev. Maintenance	(1.0)			
AGC 122	Introduction to Earth Moving	(1.0)			
AGC 123	Machine Orientation 11	(0.5)			
AGC 124	Machine Operation 11(2.5)	NA			
AGC 132	Rigging and Hoisting	(1.0)			
AGC 133	Machine Theory I	(1.0)			
AGC 134	Machine Operation III (2.0)	NA			
AGC 141	Soils 11	(1.0)			
AGC 142	Grades 11	(1.0)			
AGC 143	Machines Theory 11	(1.0)			
AGC 144	Machine Operation IV (2.0)	NA			
AGC 151	Machine Theory III	(0.5)			
AGC 153	Soils III	(1.0)			

AGC 154	Machine Operation V (2.5)	NA		
AGC 161	Finishing and Grading	1.5)		
AGC 162	Finish Operator	(1.0)		
AGC 163	Machine Operation VI (2.5)	NA		
AGC 131	Safety II	(1.0)		

**The above criteria listed needs to be supported by grade transcripts or certificates of completion with dates that are verifiable. Some courses may not match completely if so, put them where they fit a best match. The apprenticeship Committee will evaluate and make the best possible determination of what will apply.**

**I hereby certify that the items on this document are accurate to the best of my knowledge and I have attached all supporting certificates, transcripts and letters needed to verify both the OJT & Related training requirements.**

**Prospective Apprentice Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Mail to:**  
**Arizona Builders' Alliance**  
**C/O Gary Townsley**  
**1825 West Adams St.**  
**Phoenix, AZ 85007**

**FAX: 602.252.5870**