**OJT to Cert Worksheet**

To be submitted at the completion of the OJT to Cert requirements with your application to take the CFOT exam.

Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Started:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OJT Worksheet**

This worksheet covers the requirements for completing the OJT to Cert program. There are 3 parts – Fiber U basic courses, Fiber U basic skills courses and 12 months of supervised OJT training.

This worksheet must be signed by the trainee and the supervision and be submitted when you are ready to take your CFOT or CPCT exam through the FOA Direct program.

In addition to this worksheet, the applicant must submit:

**For CFOT:**

The Fiber U Basic Fiber Optics Certificate of Completion

The Fiber U Fiber Optic Skills Lab Certificate of Completion

For the FOA Certified Premises Cabling (CPCT) certification

**For CPCT:**

Fiber U Premises Cabling Certificate of Completion

Premises Cabling Skills Lab, Copper Cabling Certificate of Completion

|  |  |
| --- | --- |
| Trainee Worksheet | Modify this for your trainees needs, your company’s goals |
| Steps to complete the program | Record date completed – add any notes about the lesson, questions for your supervisor |
|  |  |
| Part 1 Check off as completed: | Fiber U Basic Fiber Optics Online classroom lessons |
| Lessons Online | Recommended: email a PDF of the completed lesson quizzes to your supervisor: |
|  |  |
|  |  |
| Fiber U Certificate of Completion exam | Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score:\_\_\_\_\_\_\_\_\_\_\_\_\_ A Certificate of Completion can be downloaded and submitted with your OJT Application |
|  |  |
| Part 2 Check off as completed: | Fiber U Fiber Optic Skills Lab |
| Lessons | Complete quizzes at the end of lesson, PDF copy to your supervisor |
| Fiber U Certificate of Completion exam | Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score:\_\_\_\_\_\_\_\_\_\_\_\_\_A Certificate of Completion can be downloaded and submitted with your OJT Application |
| Instructor Signature: | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: |
| Trainee Signature: | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: |

|  |  |
| --- | --- |
| Part 3 Check off as completed: | On The Job Experience |
|  | Describe your OJT experience for each category: |
| Termination |  |
|  |  |
|  |  |
| Supevisor sign-off |  |
| Splicing |  |
|  |  |
|  |  |
| Supevisor sign-off |  |
| Pulling cable |  |
|  |  |
|  |  |
| Supevisor sign-off |  |
|  |  |
|  |  |
| Testing |  |
| Supevisor sign-off |  |
|  |  |
|  |  |
| Optional: Planning/designing networks |  |
|  |  |
|  |  |
| Other: |  |
|  |  |
|  |  |
|  |  |
|  |  |
| All requirements are completed, ready to take the CFOT certification exam **Contact the FOA for directions on completing your application and taking the FOA Certification Exams.** | |