

**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.

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

**RELATED INSTRUCTION (RI) CREDIT**

Credit for previous related instruction may equal up to 100% of the program's RI requirement. Any amount of RI 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.

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

**SIGNATURES**

Sponsor Representative's Signature	Date
Apprentice's Signature	Date