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# TradeSchool – Apprentice Start Guide

Welcome to TradeSchool! TradeSchool is the computer program that your Committee uses to track apprentice progress. This document will show you how to get started using TradeSchool.

## Logging on for the first time

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Click this link to access the TradeSchool log in page.

<https://secure.tradeschoolinc.com/pcc-edu/login/index.php>

Apprentices and Training Agents created a TradeSchool account when they applied for the program. Simply use the same log on credentials to access TradeSchool now. If you ever need to change the email address you use to log in to TradeSchool, we can make that change for you. The first time you log into TradeSchool after changing you email address you will need to “reset password.”

## Navigating TradeSchool As an Apprentice

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You now have access to many of your records and progress as an apprentice. You can submit hours to your MPR, print your online MPR for signature by an instructor (if needed for an elective class), view your advancements and see your class schedule. After you Login, you will be on your main account screen. This is the section labeled MY ACCOUNT in the dark blue navigation bar. This bar is how you will navigate what you need to do in TradeSchool. The bar has four tabs.

1. **Log in/Logout** – You will use this tab when you need to log in or out of the system. Be sure to logout when you finish a TradeSchool session especially if you are using a computer in a public space.
2. **My Account** – This is where you will manage your personal information as follows:
  - a. **Personal** – This is where you will see the contact information and the school ID currently on file for you. You are required to keep this information up to date as a condition of your apprenticeship. Do NOT make changes to this screen but notify us ASAP of any changes by submitting the Apprentice Contact Update form. You can find this form online at the PCC website or on a pink pad outside of STC 108.

- b. Certification - This is where you can check to see the most updated date we have for your Coyne/First Aid certification. **Remember: You are required to have an updated Coyne/First Aid class EVERY YEAR that you are in the program. If your certification expires, your status as an apprentice can be held. You do not want this to happen.**
- 3. **Apprentice** - This is your MOST IMPORTANT TAB. You will find that you use the information here more than in any other area of TradeSchool. **Most importantly, this is where you will enter and submit your Monthly Progress Reports (MPRs). EVERY MONTH.** You will navigate this tab as follows:
  - a. Office News – This is where the Administrator of your Committee will post important news and announcements. You are responsible for knowing about the information posted in this area.
  - b. Overview – This is additional identifying information about your program and your status. This is where you can see your most current advancements, current RT and OJT hours and your current employer. If you see any errors here, please let us know.
  - c. Employment – At this tab you should see just your current employer, your Assigned (registration) date and the number of days with your current employer.
  - d. Hours – **HERE IS WHERE YOU ENTER & SUBMIT YOUR MPR.** EVERY MONTH. (see below for detailed instructions and be sure to watch the “How to Submit your MPR” video.)
  - e. Classes – This is where you can see information about the classes you have taken and the classes in which you are currently enrolled. You can also see information about absences. Your classes will be separated and listed as Core or Elective which will help you determine which of your Core classes you have completed. **NOTE: Your COYNE class (which is REQUIRED EVERY YEAR) will be listed under Certification.**

You can watch the “How to Navigate TradeSchool” video for illustrations of all this functionality.

## Submitting An MPR

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Nothing will derail your forward progress in your apprentice program faster than not turning in accurate MPRs ON TIME. EVERY MONTH.

**MPRs are due on the 1<sup>st</sup> of EVERY month and LATE after the 10<sup>th</sup> of EVERY month. EVERY MONTH. MPR submission EVERY month is non-negotiable and is regulated by the State of Oregon.**

The most important thing to remember about this process is that (EVERY MONTH) your OJT and RT hours must be entered online and electronically submitted using TradeSchool. If you are currently enrolled in a class that is not part of your core APR curriculum or is an elective you will also need to print out a hard copy of your MPR for your instructor to sign or email it to them for electronic signature. The basic steps are as follows:

1. **Navigate** to your current MPR by clicking the **Apprentice** Tab in the blue bar and then the **Hours** tab. The **Hours** tab should automatically take you to the open form for the next available month in the **Pending** tab. If you get a message that “a work report already exists” ....look at the Month worked and be sure it is the current month.
2. **Enter OJT HOURS** - Enter the OJT hours (these are your hours worked at your employer) under each day and in each category. The category is important as you cannot be completed from your program (or referred to exam in the case of licensed trades) unless you have your total hours required **AND** in all of the categories required. **IMPORTANT** – There are 2 pages (tabs) for each month, days 1-16, AND days 17-31. As you move between these two pages and enter hours throughout the month you can save your work by clicking SAVE but do **NOT** click SUBMIT until you are completely done with your entire MPR. **Once you hit the pink SUBMIT button you will no longer have access to the form.**
3. **Enter RELATED TRAINING HOURS** – Enter your Related Training (classroom) hours on the line that says Related Training Classroom Hours. It is the line at the very bottom of the form. Please be sure that you are entering your hours on days you are actually scheduled for classes and that you are reporting the correct number of hours. You don’t want to accidentally only get 3 hours for a 4 hour class! **Remember: If you missed ANY part of ANY class, you are required to write a comment in the apprentice comments section detailing the date, class and general reason for the absence.** If you do not enter hours for a missed class but you have not included the required info in the comment section, your MPR will not be processed.
4. **SAVE** – Once you enter any hours you can hit the green **Save** button. It is a good idea to save periodically but note: Save DOES NOT submit your MPR to be eligible for processing. If you are not done entering data you can click Save, leave and come back to your “pending report” to enter more data.
5. **ELECTRONICALLY SUBMIT The MPR IN TRADESCHOOL** –If you are completely done entering hours and have double checked yourself for accuracy, hit the pink submit button. You will be prompted to enter the email address for your signing journey worker. The email address you enter must be the identical address your journey worker uses to log into TradeSchool. Once your journey

worker approves your MPR you will receive a confirmation email. If your journey worker rejects your MPR you will receive an email notification and comments regarding what changes need to be made so you may re-submit.

6. **VERIFICATION OF CLASS HOURS** – You will go through a different process for verification of class hours depending on what type of class hours you are logging.

If you are enrolled in a core APR class for which the instructor is logging attendance in TradeSchool you do not need to print anything or obtain an additional physical signature from your instructor. The administrator will compare what you log to what your instructor logs. If they match, you're good!

If you are enrolled in a NON-APR or elective course you will need to print out a copy of your MPR and receive a physical signature from your instructor or email the fillable MPR for an electronic signature. To print your MPR go to the Year tab. You will see all your MPRs submitted for the current year. Click on the Print button next to the month of the MPR you just entered – this will bring up your MPR. Using CTRL/P – print the MPR – it should automatically print landscape. Remember that regardless of what class you are in you will ALWAYS log your hours in TradeSchool. Once you have printed your MPR you can obtain your instructor signature. You must also sign the MPR. To send an electronic version, save a copy of the fillable blank MPR for your program with all RT hours filled in and email it to your instructor. Ask them to e-sign in the appropriate spot, save and send back to you. You can then email the MPR to the administrator.

PLEASE NOTE: If you are printing out a hard copy of your TradeSchool MPR, you will not have that access until AFTER your journey worker has approved your MPR. Plan accordingly.

**TURN IN THE MPR** – **MPRs are due on the 1<sup>st</sup> of EVERY month and late after the 10<sup>th</sup> of EVERY month. If your MPR has been approved by your journey worker online AND your instructor logs attendance using TradeSchool you will not need to take any further action. If it is nearing the 10<sup>th</sup> and you have not received email confirmation that your journey worker has approved your MPR check in with them. It is your responsibility to be sure that your journey worker has approved the MPR in a timely manner.**

**If you need to obtain a physical or electronic instructor signature, please know that your MPR will not be considered turned in until ALL steps have been completed. If you are submitting any physical MPRs for class hour**

verification those MPRs MUST be turned in to one of the Apprentice Administrators (Stacey Zumwalt or Emma Gray) or to Shawna Brown. These are the ONLY individuals that are authorized to accept your MPR. It is not acceptable to turn in your MPR to any other PCC staff or instructor. This is for your own protection. If you turn in a physical copy in person, Stacey, Emma or Shawna will date stamp your MPR and provide you with a copy. If Stacey, Emma, or Shawna are unavailable, you can drop your MPR into the Apprentice Dropbox located in the door of STC 108. You may also email your MPR to [apprenticeship@pcc.edu](mailto:apprenticeship@pcc.edu) or fax it to 971-722-5656. But be sure your copies are signed and complete! Incomplete or late MPRs receive a File Cite. All File Cites are reported to your Committee. On time and complete MPRs are a big deal because they are regulated and audited by BOLI and they are the only way your Committee can accurately track your progress through the apprentice program. **Even one File Cite can result in your file being held for a re-rate or exam referral. Please make on time MPR submission one of your highest priorities.**

#### TRADESCHOOL HINTS:

- 1) The program does NOT show partial hours as .5 or .75, it rounds up or down. We ask you not to use any partial hours other than .5. We can see partial hours, you cannot.
- 2) It is a good idea to enter all your OJT hours first (both screens) to get just a Monthly Total OJT figure before you worry about your Related Training (RT) hours. (You can Save between screens if you wish). **BEFORE YOU ARE DONE: Conduct a quick error check – this will save you trouble later.** Add your Electronic Total Monthly OJT hours to whatever total your working hardcopy showed and make sure the numbers match. If the numbers don't match, there is an error. Until you hit submit you can still edit.
3. The date your journey worker approves your MPR will automatically show as your submission date on the administrator's records. **Just because this date falls before the 10<sup>th</sup> of the month does not mean your MPR is on time.** If you are in a class that requires an instructor signature or you were absent and have not appropriately documented your absence or if you have an error, your MPR is not complete. Your MPR is not considered on time until it has been turned in with the appropriate signatures, documentation and free of errors.
- 4) Remember, we will not see the report until you hit "Submit" and your journey worker has approved the MPR. Once you hit Submit, you will no longer have access to make changes and you will not have access to print or review until your journey worker approves the MPR.

## Things that will hold up your MPR (and make it late)

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Failing to Document an Absence: If you are absent from class, you must write a comment in the apprentice comment section detailing the date of the absence, the name of the class and the reason for the absence. You must document EVERY time you miss a class even if it is an excused absence and even if you make up the absence later.

Class dates on the MPR that don't match the actual class dates: Please double check that you have entered hours for your Monday class on a Monday. Please be sure that unless you were absent that you have entered hours for every Monday that there was a class. If it was a holiday or a weather day, we already know that you did not have class but it isn't a bad idea to note that as well to remove any confusion.

Class Hours on the MPR that don't match the listed hours of the class: If your class last term was a 3 hour class and you got super used to putting 3 hours in for your RT hours please double check that your class this term is STILL a 3 hour class. If you enter 3 instead of 4 or 4 instead of 2 we have to assume you meant to do this and cannot process your MPR until the problem is resolved.

AN MPR approved by a journey worker not on the list of authorized signers: If we notice that your MPR was approved by a journey worker not on the authorized list, we cannot process your MPR. If your employer needs to add an individual to the list of authorized signers, the main apprenticeship contact at your company must email [apprenticeship@pcc.edu](mailto:apprenticeship@pcc.edu) confirming the person to add. The apprenticeship contact must also provide documentation that the person is eligible to serve as a journey worker.