



Apprenticeship Training Record

Energy Analyst

Building Energy Controls Apprenticeship
 Email to: nwapprenticeship@gmail.com
 Phone 541-279-1543

Enter the total hours from the previous Monthly Progress Report in "Previous Hours". Enter daily, to the nearest hour, time spent on each competency; add the hours from "Previous Hours" plus Daily Record and enter in "Total" column. Keep a copy for your next months entry. If entering data with a computer the columns will automatically total the hours entered. Be sure to save each months MPR seeparately from this template.

Name/Agreement #: _____ Wage per Hour: _____ Month: _____ Year: _____

On the Job Training Categories	Req Hours	Prev. Hours	Enter number of hours worked in each competency																															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Identify Opportunities*																																		
Manage Development**																																		
Educate Customers***																																		
Building Controls TS****																																		
Total OJT Hours	2000																																	

Mentor Comments: _____

Mentor Signature: _____

Employer: _____

Employer Address: _____

Employer Phone: _____

Apprentice Address: _____

Apprentice Phone: _____

Apprentice Email: _____

Apprentice Signature: _____ Date: _____

Is apprentice punctual? _____

Is apprentice willing to learn? _____

Does apprentice show initiative? _____

Is apprentice work quality good? _____

Does apprentice follow established safety procedures? _____

Would you recommend apprentice for re-rating? _____

	YES	NO
Is apprentice punctual?		
Is apprentice willing to learn?		
Does apprentice show initiative?		
Is apprentice work quality good?		
Does apprentice follow established safety procedures?		
Would you recommend apprentice for re-rating?		

Employer comments: _____

Employer Signature: _____

Date: _____

Category and Competencies
*Identify Opportunities to improve the operation, maintenance, or energy efficiency of buildings
Quantify energy consumption from utility bills to establish baselines for energy use or need projects to ensure acceptability of budgets and timelines, conformance to
Collect and Analyze field data related to energy usage.
Identify and prioritize energy-saving measures.
Category and Competencies
**Manage the development, design, or construction of energy conservation projects to ensure acceptability of budgets and timelines, conformance to federal and state laws, or adherence to approved specifications
Perform measurement and verification utilizing building controls system.
Review architectural, mechanical, or electrical plans or specifications to evaluate energy efficiency and control systems design/strategy.
Inspect newly installed energy-efficient equipment to ensure proper installation and performance.
Monitor energy related design or construction issues, such as energy management, or sustainable design.
Direct the management implementation of energy projects and controls installations.

Category and Competencies	
***Educate Customers on Energy Efficiency and Healthy Buildings	
Advise clients or colleagues on topics such as climate control systems, energy modeling, data logging, sustainable design, healthy buildings, indoor air quality, and energy auditing	
Train personnel or clients on topics such as energy management.	
Examine commercial sites to determine the feasibility of installing equipment that allows building management systems to reduce electricity consumption during peak demand periods.	
Recommend best fuel for specific sites or circumstances.	
Prepare audit reports containing energy analysis results or recommendations for energy cost savings.	
Category and Competencies	
****Building Controls Troubleshooting	
Identifying and understanding control strategies and estimate energy savings.	
Operating control system management software.	
Identify and correct control system deficiencies.	
Students will identify and describe lighting systems/types/technology including applicable codes in controlling lighting systems.	
Minimum OJT Accrual	2000