



## **Distant Learning Request Form: Oregon-Columbia Carpenters JATC**

(The Training Agent of the OC Carpenter Apprentice Must Sign this Form)

Apprentices attending DL classes will get this permission form signed by their employer before DL classes begin. Apprentices will work with their Coordinator when transitioning to DL to avoid missing classes. Communication is key and as much advanced warning as possible will produce the best results. Apprentices who transfer from one Training Agent to another need to get this form signed by the new Training Agent. Also, we ask that Apprentices remind their site-supervisor weekly of their scheduled classes. Clear and proactive communication will help as apprentices move from jobsite to jobsite within the same company.

### ***Apprentice Information***

Apprentice Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Apprentice Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Training Agent Information***

Approved signer can be apprentice supervisor, superintendent, foreman, company owner, or HR

Company Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Approved Signer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Approved Signer Name: \_\_\_\_\_

### ***Related Training Class Information***

Term: \_\_\_\_\_ Taking classes in what year? Year: 1, 2, 3, 4 Term: 1, 2, 3, 4 ART: 1, 2

Class/Module(s): \_\_\_\_\_

#### **OFFICIAL USE ONLY**

Approve     Deny     Notify Registrar     Notify Coordinator

Entered in Recordkeeper     Scanned

Review Date: \_\_\_\_\_ Comments: \_\_\_\_\_