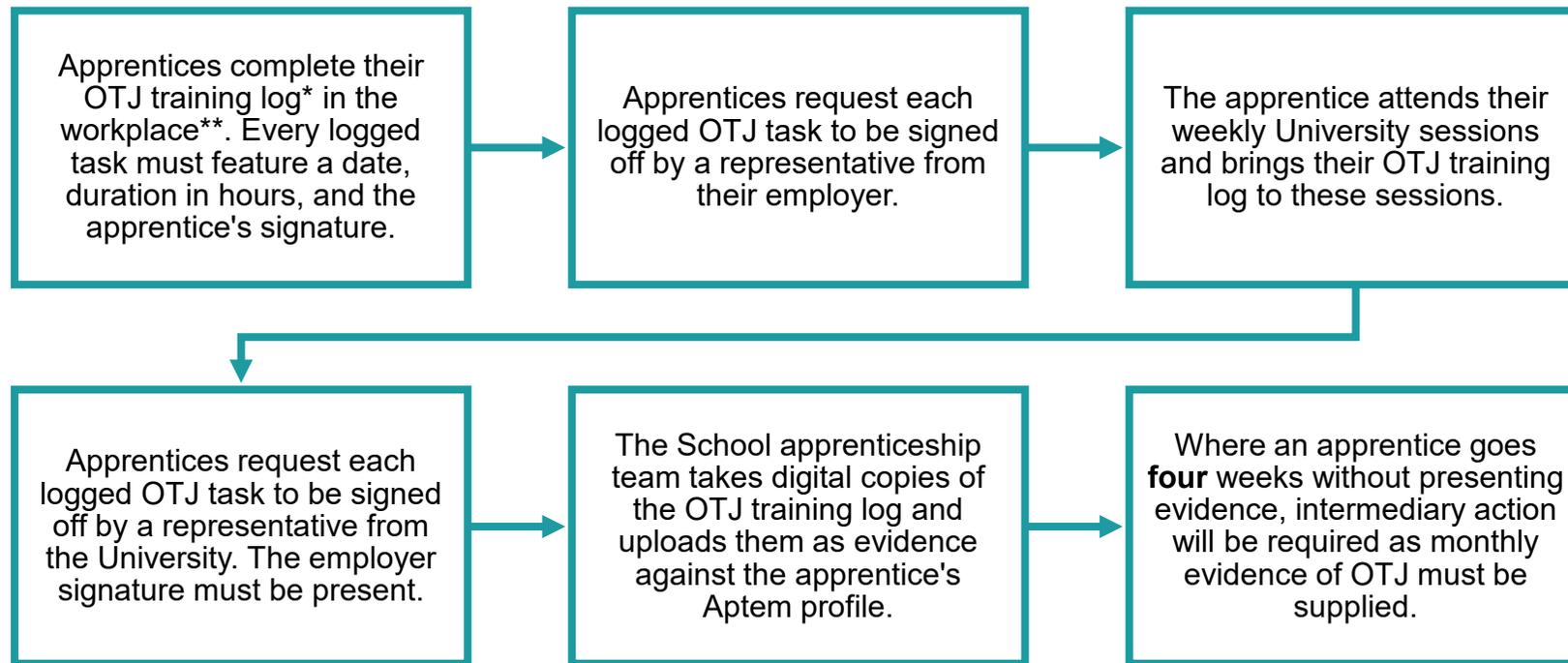




**Quality Assurance and Enhancement
Off-the-Job Training Log Process for Paper-Based Logs**



* Off-the-job training logs could either be hard copies (e.g., paper training logs) or digital copies (e.g., e-Pad training logs).

** Apprentices are also permitted to complete OTJ training logs at University, however, they will need to return logs to their employer to sign off.