



# Alaska Apprentices Upgrades

## Eligibility Requirements and Process

**Upgrade Requirements: Each completed and passed week of training counts as 4 units.**

- **Up to date OJT/Bluebook.** (The system only allows you to go back 99 days, so keep your hours updated regularly. Apprentices will be cited if they are not keeping up with logging their OJT hours.)
- **Carpenters:** 650 **verified** work hours and 8 Class Units.
- **Piledrivers:** 1,300 **verified** work hours and 16 Class Units.

*“Verified” hours are hours reported by the Trust Office and pay stubs entered by the Training Center.*

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**Tracking Hours: Apprentices are responsible for logging their own hours to qualify for an upgrade.**

**Requirements:** Using the member portal at ([www.Carpenters.org](http://www.Carpenters.org)) you must:

- **Log Hours Monthly:** Record hours even if unemployed (select "unemployed" for contractor, select "unemployed" for work type, and enter 0 hours worked).
- **Request Upgrades When Eligible:** Submit a request by emailing your registered Training Center after meeting requirements above.

**Hour Categories on a “Work Hours” Report:**

- **OJT Hours (On the Job Training Hours):** Logged by you in the membership portal (Logged hours hold no number value in the system and as such do not register for an upgrade. It is the apprentice’s responsibility to submit paystubs if they feel they are eligible, but the Trust Office has not reported the hours.)
- **Pay Stub Hours:** Logged by the Training Center after submitting pay stubs. (Only entered when eligible for upgrade)
- **Trust Hours:** Logged by the Trust Office based on hours reported by the contractor.
  - Trust hours will be delayed by a month minimum. Submit pay stubs to the Training Center to stay on track for upgrades.

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**Submitting Pay Stubs: Pay stub hours are logged only if all upgrade requirements are met.**

- Pay stubs can be submitted to:
  - **Anchorage:** [ANCTC@swmsctf.org](mailto:ANCTC@swmsctf.org)
  - **Fairbanks:** [FBTC@swmsctf.org](mailto:FBTC@swmsctf.org)
- Paystubs must have the Contractor’s and apprentice’s name on them to be accepted.

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**Upgrade Letter: The Training Center issues an upgrade letter when requirements are met.**

- To receive the increase in pay, the apprentice must submit this letter to the contractor by:
  - Providing a copy to your supervisor (foreman, general foreman or superintendent).
  - Providing a copy to the contractor’s office by email, mail or physical copy.

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***For portal assistance or other questions, contact your registered Training Center***

# HOW TO ENTER YOUR OJT/BLUEBOOKS INTO THE MEMBERSHIP PORTAL

- **STEP ONE: Select "Time Card"**
- **STEP TWO: Select "Add Work Hours"**

The screenshot displays the Member Portal interface. At the top, there is a navigation bar with links for 'Member Portal', 'About', 'Membership', 'Training', and 'Time Card'. Below this is a section titled 'Shortcuts & Links to Other Websites' containing several icons: 'Update Contact Information', 'Member LMS', 'DET Training', 'Diver Traveler Program', 'Membership', 'Apprenticeship', 'My Training Verification Card', and 'Training History'. The 'Time Card' icon is circled in red, with a red arrow pointing to it and the text 'Step One: Select "Time Card"'. Below this section is the 'Time Card' area, which includes a profile card for 'John Carpenter' (U-1234-5678) with details like 'Local: UBC01243', 'Classification: Apprentice', 'Craft: Carpenter', 'Paid Through Date: December 31, 2025', 'Initiation Date: November 3, 2024', and 'Union Status: Goodstanding'. To the right is contact information for 'Fairbanks Training Center'. Below the profile is a 'My Training Verification Card' link. Further down is a 'Submit Work Hours' section with a 'Filter Work Hours' bar. The filter bar includes 'Contractor' (set to 'Filter by Contractor'), 'Year' (set to '2023'), and 'Work Type' (set to 'Filter by Work Type'). Below the filter bar is a table of work hours. The 'Add Work Hours' button is circled in red, with a red arrow pointing to it and the text 'Step Two: Select "Add Work Hours"'. The table below shows work hours for 'Johnson River Enterprises, LLC' with columns for Contractor, From, To, Hours, Work Type, and Notes.


Contractor	From	To	Hours	Work Type	Notes
Johnson River Enterprises, LLC	9/10/2023	9/16/2023	20	Exterior Finish/ Siding	
Johnson River Enterprises, LLC	9/10/2023	9/23/2023	60	General Carpentry	Interior Systems
Johnson River Enterprises, LLC	9/3/2023	9/9/2023	22	Material Handling	
Johnson River Enterprises, LLC	9/3/2023	9/9/2023	10	Concrete Placement	
Johnson River Enterprises, LLC	8/13/2023	9/2/2023	54	General Carpentry	Interior Systems
Johnson River Enterprises, LLC	8/6/2023	9/2/2023	126	Exterior Finish/ Siding	

# ENTERING HOURS – MONTHLY

- **STEP ONE: Enter Contractor's Name**
- **STEP TWO: Enter Work Period**
- **STEP THREE: Enter Total Hours for "Work Period"**
- **STEP FOUR: Enter Work Type for "Work Period"**
- **\*Notes Optional\***

## Record Work Hours

**Contractor:** STEP ONE: Enter Contractors Name  
DAVIS CONSTRUCTORS & ENGINEERS, INC. - 740 BONAN. ✓

**Work Period:**  
12/1/2024 → 12/31/2024 ✓  STEP TWO: Enter Work Period  
\*By month or Pay Period\*

Select the date range you worked.

**Work Hours:** STEP THREE: Enter Total Hours for "Work Period"  
160 ✓

**Work Type:** STEP FOUR: Enter Work Type for "Work Period"  
A - Core Skills ✓

**Notes:** \*Notes are optional  
Notes

Cancel Save

# ENTERING HOURS - UNEMPLOYED


- **STEP ONE:** Enter "UNEMPLOYED" for Contractor
- **STEP TWO:** Enter Unemployed Period
- **STEP THREE:** Enter "0" Work Hours
- **STEP FOUR:** Enter "Unemployed"
- **\*Notes Optional\***

## Record Work Hours ✕

**Contractor:** STEP ONE:  
Enter "UNEMPLOYED" for Contractor

 ✓ ✕

**Work Period:**

 ✓  ✕

STEP TWO:  
Enter Work Period  
\*When unemployed go by the 1st and last month\*

Select the date range you worked.

**Work Hours:** STEP THREE:  
Enter "0"

 ✓ ✕

**Work Type:** STEP FOUR:  
Select "UNEMPLOYED"

 ✓ ⚙ ✕

**Notes:** \*Notes are optional

 ✓ ✕

Cancel Save

# RUNNING A WORK HOURS REPORT

- **STEP ONE: Select "Time Card"**
- **STEP TWO: Run Report "Work Hours"**

The screenshot shows the Member Portal interface. At the top, there is a navigation bar with 'Member Portal', 'About', 'Membership', 'Training', and 'Time Card'. Below this is a 'Shortcuts & Links to Other Websites' section with icons for 'Update Contact Information', 'Member LMS', 'DET Training', 'Diver Traveler Program', 'Membership', 'Apprenticeship', 'My Training Verification Card', and 'Training History'. The 'Time Card' icon is circled in red, with a red arrow pointing to it and the text 'STEP ONE: Select "Time Card"'. Below this is the 'Time Card' section for John Carpenter, showing his local information, classification, craft, and paid through date. To the right is the 'Fairbanks Training Center' information. Below this is the 'Reports' section with a 'Show Entries For' dropdown set to 'All Time'. The 'Work Hours' report is highlighted in yellow, with a red arrow pointing to a 'Download' button circled in red. The text for the 'Work Hours' report is: 'The Work Hours Report provides a table of reported work hours by Work Hours Type. The table contains the contractor, notes, work type and work hours reported for each date range. Total Work Hours by Type, Year(s) and Month(s) are also displayed.' The 'Work Hours by Type' report is also visible below it.

Member Portal | About | Membership | Training | Time Card

Shortcuts & Links to Other Websites

Update Contact Information | Member LMS | DET Training | Diver Traveler Program | Membership

Apprenticeship | My Training Verification Card | Training History

**Time Card**

John Carpenter  
U-1234-5678  
Local: UBC01243  
Classification: Apprentice  
Craft: Carpenter  
Paid Through Date: December 31, 2025  
Initiation Date: November 3, 2024  
Union Status: Goodstanding

Fairbanks Training Center  
#6 Timberland Dr  
Fairbanks, AK 99701  
(907) 452-4826  
fbtc@swmsctf.org

My Training Verification Card  
[Download Training History](#)

Submit Work Hours | Reports

Reports

Show Entries For: All Time

**Work Hours** The Work Hours Report provides a table of reported work hours by Work Hours Type. The table contains the contractor, notes, work type and work hours reported for each date range. Total Work Hours by Type, Year(s) and Month(s) are also displayed. [Download](#)

**Work Hours by Type** The Work Hours by Type Report provides a table of reported work hours by Work Type. The table contains the contractor, notes and work hours reported for each date range. [Download](#)

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Call 1.877.666.1144

# HOW TO TOTAL CURRENT HOURS THROUGH AN HOURS REPORT

- *"OJT" hold no number value in the Training Center's system and as such will not register you as eligible for upgrade.*
- *You'll total the "Pay Stub Hours" and "Trust Hours" to get current total of hours and will compare it to the upgrade schedule to see if you are eligible or if have worked the need hours to be eligible but Trust Office has not submitted paystubs will then send paystubs to Training Center to log and process upgrade.*
- *Other hour categories you may see, but not often, on an hours report are "Evaluation Hours" and "Merit Hours" these are hours reported by the Training Center and count towards your total apprenticeship work hours.*

*\*Below is an Hours Report and where to find each categories total. hours\**

# Alaska Upgrade Schedule

## AK CARPENTERS - Upgrade Schedule

Appr. Level	Work Hours	Units	JYM Percent
1	0	0	60%
2	650	8	65%
3	1300	16	70%
4	1950	24	75%
5	2600	32	80%
6	3250	40	85%
7	3900	48	90%
8	4550	56	95%
JYM	5200	64	100%

## AK PILEDRIVERS - Upgrade Schedule

Appr. Level	Work Hours	Units	JYM Percent
1	0	0	60%
2	1300	16	70%
3	2600	32	80%
4	3900	48	90%
JYM	5200	64	100%

*\*To be eligible for your upgrade you must meet the minimum requirements of work hours and class units (4 units are received for every successfully completed 40-hour apprentice class)\**

# Work Hours Report

Thursday, February 20, 2025

U12345678    John Carpenter

<b>OJT Hours</b>	<b>891.00</b>
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TOTAL HOURS  
ENTERED VIA  
MEMBERSHIP  
PORTAL

<b>2025</b>	<b>151.00</b>
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<b>January - February</b>	<b>111.00</b>
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From	To	Hours	Work Type	Contractor	Notes
01/27/2025	02/07/2025	111.00	C - Wood/Metal Framing (Carpenter)	Other	Turnagain Construction

<b>January</b>	<b>40.00</b>
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From	To	Hours	Work Type	Contractor	Notes
01/01/2025	01/01/2025	40.00	D - Exterior/Interior Finish (Carpenter)	Davis Constructors & Engineers, Inc.	

<b>2024</b>	<b>740.00</b>
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<b>August - September</b>	<b>37.00</b>
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From	To	Hours	Work Type	Contractor	Notes
08/26/2024	09/01/2024	37.00	C - Wood/Metal Framing (Carpenter)	Davis Constructors & Engineers, Inc.	

<b>August</b>	<b>112.00</b>
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From	To	Hours	Work Type	Contractor	Notes
08/01/2024	08/31/2024	112.00	C - Wood/Metal Framing (Carpenter)	DAVIS CONSTRUCTORS & ENGINEERS INC	

<b>September</b>	<b>180.00</b>
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From	To	Hours	Work Type	Contractor	Notes
09/01/2024	09/30/2024	180.00	C - Wood/Metal Framing (Carpenter)	Davis Constructors & Engineers, Inc.	

<b>October</b>	<b>118.00</b>
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From	To	Hours	Work Type	Contractor	Notes
10/01/2024	10/31/2024	118.00	C - Wood/Metal Framing (Carpenter)	Davis Constructors & Engineers, Inc.	

<b>November</b>	<b>140.00</b>
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From	To	Hours	Work Type	Contractor	Notes
11/01/2024	11/30/2024	140.00	D - Exterior/Interior Finish (Carpenter)	Davis Constructors & Engineers, Inc.	

<b>December</b>	<b>153.00</b>
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From	To	Hours	Work Type	Contractor	Notes
12/01/2024	12/31/2024	153.00	D - Exterior/Interior Finish (Carpenter)	Davis Constructors & Engineers, Inc.	



# Work Hours Report

Thursday, February 20, 2025

U12345678 John Carpenter

Pay Stub Hours 1405.50

**TOTAL HOURS  
ENTERED BY  
TRAINING  
CENTER**

2024 454.00

January 10.00

From	To	Hours	Work Type	Contractor	Notes
01/08/2024	01/14/2024	10.00	Demolition	Davis Constructors & Engineers, Inc.	

February - September 523.00

From	To	Hours	Work Type	Contractor	Notes
02/26/2024	09/08/2024	523.00	Uncategorized	Davis Constructors & Engineers, Inc.	Payrol report for year totaled to 819 hours adjusted to 523 removing the 296 TRUST HOURS for June/July

February 78.00

From	To	Hours	Work Type	Contractor	Notes
02/19/2024	02/25/2024	21.00	Water Stop/ Water Proofing	Davis Constructors & Engineers, Inc.	
02/12/2024	02/18/2024	9.50	Rigid Foam Insulation	Davis Constructors & Engineers, Inc.	
02/12/2024	02/18/2024	10.00	Material Handling	Davis Constructors & Engineers, Inc.	
02/12/2024	02/18/2024	15.00	Fire/Sound Caulking	Davis Constructors & Engineers, Inc.	
02/05/2024	02/18/2024	22.50	Fiberglass Insulation	Davis Constructors & Engineers, Inc.	

September -157.00

From	To	Hours	Work Type	Contractor	Notes
09/01/2024	09/01/2024	-157.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	Adjustment as a result of added Trust Hours.

2023 - 2024 138.00

December - January 138.00

From	To	Hours	Work Type	Contractor	Notes
12/18/2023	01/14/2024	20.00	Drywall/ DensShield	Davis Constructors & Engineers, Inc.	
12/18/2023	01/14/2024	34.00	Material Handling	Davis Constructors & Engineers, Inc.	
12/11/2023	01/14/2024	41.50	Fiberglass Insulation	Davis Constructors & Engineers, Inc.	
12/11/2023	01/07/2024	30.00	Fire/Sound Caulking	Davis Constructors & Engineers, Inc.	
12/11/2023	01/07/2024	12.50	Rigid Foam Insulation	Davis Constructors & Engineers, Inc.	

2023 813.50

July - August 97.00

From	To	Hours	Work Type	Contractor	Notes
07/31/2023	08/06/2023	2.00	Concrete Placement	Davis Constructors & Engineers, Inc.	

# Work Hours Report

Thursday, February 20, 2025

U12345678 John Carpenter

TOTAL HOURS  
ENTERED BY  
TRUST OFFICE

**Trust Hours**      **1121.00**

**2025**      **40.00**

**January**      **40.00**

From	To	Hours	Work Type	Contractor	Notes
01/01/2025	01/01/2025	40.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	

**2024**      **1081.00**

**June**      **162.00**

From	To	Hours	Work Type	Contractor	Notes
06/01/2024	06/01/2024	99.50	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	
06/01/2024	06/01/2024	62.50	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	

**July**      **134.00**

From	To	Hours	Work Type	Contractor	Notes
07/01/2024	07/01/2024	126.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	
07/01/2024	07/01/2024	8.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	

**August**      **165.00**

From	To	Hours	Work Type	Contractor	Notes
08/01/2024	08/01/2024	20.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	
08/01/2024	08/01/2024	112.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	
08/01/2024	08/01/2024	33.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	

**September**      **157.00**

From	To	Hours	Work Type	Contractor	Notes
09/01/2024	09/01/2024	157.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	

**October**      **186.00**

From	To	Hours	Work Type	Contractor	Notes
10/01/2024	10/01/2024	186.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	
10/01/2024	10/01/2024		Uncategorized	186.00	

**November**      **127.00**

From	To	Hours	Work Type	Contractor	Notes
11/01/2024	11/01/2024	127.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	

**December**      **150.00**

From	To	Hours	Work Type	Contractor	Notes
12/01/2024	12/01/2024	150.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	