



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.

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

Requirements: Using the member portal at (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.

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
 - **Fairbanks:** FBTC@swmsctf.org
- Paystubs must have the Contractor’s and apprentice’s name on them to be accepted.

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.

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 shows 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 the shortcuts is the "Time Card" section, which displays user information for John Carpenter (U-1234-5678) and contact details for Fairbanks Training Center. There are buttons for "Submit Work Hours" and "Reports".

At the bottom, there is a "Filter Work Hours" section with dropdown menus for "Contractor" and "Year" (set to 2023), and "Work Type". A table of work hours is displayed below the filters. 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'".


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 training history. The 'Reports' section is visible, with a 'Show Entries For:' dropdown set to 'All Time'. The 'Work Hours' report is highlighted in yellow, and the 'Download' button is circled in red, with a red arrow pointing to it and the text 'STEP TWO: Run Report "Work Hours"'. The footer contains the copyright information for the United Brotherhood of Carpenters.

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

U12345678 John Carpenter

OJT Hours 1078.50

**TOTAL HOURS
ENTERED VIA
MEMBER
PORTAL**

2025 386.00

January - February 50.50

From	To	Hours	Work Type	Contractor	Notes
01/27/2025	02/02/2025	50.50	B - Concrete & Formwork	DAVIS CONSTRUCTORS & ENGINEERS INC	

January 45.50

From	To	Hours	Work Type	Contractor	Notes
01/20/2025	01/26/2025	45.50	B - Concrete & Formwork	DAVIS CONSTRUCTORS & ENGINEERS INC	

February 139.00

From	To	Hours	Work Type	Contractor	Notes
02/17/2025	02/23/2025	48.00	B - Concrete & Formwork	DAVIS CONSTRUCTORS & ENGINEERS INC	
02/10/2025	02/16/2025	44.00	B - Concrete & Formwork	DAVIS CONSTRUCTORS & ENGINEERS INC	
02/03/2025	02/09/2025	47.00	B - Concrete & Formwork	DAVIS CONSTRUCTORS & ENGINEERS INC	

March 151.00

From	To	Hours	Work Type	Contractor	Notes
03/17/2025	03/23/2025	32.00	B - Concrete & Formwork	DAVIS CONSTRUCTORS & ENGINEERS INC	
03/10/2025	03/16/2025	35.50	B - Concrete & Formwork	DAVIS CONSTRUCTORS & ENGINEERS INC	
03/03/2025	03/09/2025	83.50	B - Concrete & Formwork	DAVIS CONSTRUCTORS & ENGINEERS INC	

2024 692.50

August 146.50

From	To	Hours	Work Type	Contractor	Notes
08/01/2024	08/31/2024	146.50	A - Core Skills	Roger Hickel Contracting, Inc.	

October - November 60.00

From	To	Hours	Work Type	Contractor	Notes
10/28/2024	11/03/2024	60.00	A - Core Skills	DAVIS CONSTRUCTORS & ENGINEERS INC	

October 238.00

From	To	Hours	Work Type	Contractor	Notes
10/01/2024	10/27/2024	238.00	A - Core Skills	Davis Constructors & Engineers, Inc.	

November - December 16.00

From	To	Hours	Work Type	Contractor	Notes
11/25/2024	12/01/2024	16.00	B - Concrete & Formwork	DAVIS CONSTRUCTORS & ENGINEERS INC	

Work Hours Report

U12345678 John Carpenter

**TOTAL HOURS
ENTERED BY
TRAINING
CENTER**

Pay Stub Hours 0.00

2024 0.00

December 0.00

From	To	Hours	Work Type	Contractor	Notes
12/09/2024	12/29/2024	114.00	Uncategorized	Davis Constructors & Engineers, Inc.	
12/01/2024	12/01/2024	-114.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	Adjustment as a result of added Trust Hours.

Trust Office adjustment as a result of added Trust Hours entered.

Paystub hours entered by Training Center to process upgrade for apprentice.

Work Hours Report

U12345678 John Carpenter

TOTAL HOURS
ENTERED BY
TRUST OFFICE

Trust Hours 1149.50



2025 457.00

January 68.50

From	To	Hours	Work Type	Contractor	Notes
01/01/2025	01/01/2025	45.50	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	
01/01/2025	01/01/2025	23.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	

February 189.50

From	To	Hours	Work Type	Contractor	Notes
02/01/2025	02/01/2025	189.50	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	

March 199.00

From	To	Hours	Work Type	Contractor	Notes
03/01/2025	03/01/2025	199.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	

2024 692.50

August 146.50

From	To	Hours	Work Type	Contractor	Notes
08/01/2024	08/01/2024	146.50	Uncategorized	ROGER HICKEL CONTRACT	

October 238.00

From	To	Hours	Work Type	Contractor	Notes
10/01/2024	10/01/2024	238.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	
10/01/2024	10/01/2024		Uncategorized	238.00	

November 178.00

From	To	Hours	Work Type	Contractor	Notes
11/01/2024	11/01/2024	50.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	
11/01/2024	11/01/2024	128.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	

December 130.00

From	To	Hours	Work Type	Contractor	Notes
12/01/2024	12/01/2024	130.00	Uncategorized	DAVIS CONSTRUCTORS & ENGINEERS INC	