



**CONSTRUCTION –
 Facility Maintenance 85132JA
 Occupational Code (BG)**

TRAINING ACHIEVEMENT RECORD (TAR) FOR:

Student Name: _____

Student Identification Number: _____

JOB CORPS CENTER:

Center Name: _____

Center Address: _____

Center Phone Number: _____

Instructor Name: _____

CREDENTIAL ATTAINMENT:

Job Corps Training Prerequisite: None

Date Completed: _____

Date Entered Current Training: _____ Completed or Terminated Training: _____ (DATE)

Certifications:

Certification Title	Date Attained
Construction Safety & Health OSHA 10-Hour Training	
NCCER Core Curriculum Completion	
NCCER Level 1 Construction Technology	

COMPLETING THE TRAINING ACHIEVEMENT RECORDS

- A. Students must complete all task items in this TAR to be recognized as program completers.
- B. Career Technical Competencies
 - 1. Job Corps instructors have the autonomy to decide the sequence of instruction, selection of curricula (including textbooks and electronic courseware), instructional materials, and equipment/tools.
 - 2. When a student performs a task listed in the “**DUTIES AND TASKS**” column, the instructor should rate the student’s level of performance by circling 1, 2, or 3 in the “**PERFORMANCE RATING**” column.
 - 3. Updates must occur, at a minimum, on a weekly basis.

Rating Scale:

- 3 – Proficient and able to teach others:** The student consistently performs the task accurately without supervision. The student possesses sufficient skill to teach the task to others.
- 2 – Proficient:** The student performs the task to industry standards with little or no supervision. **This is the minimum performance rating for TAR skill completion.**
- 1 – Exposed/not proficient:** Student has been introduced to the task, but cannot perform the task to industry standards.

If the student performs the task at level 1, the instructor will circle the number in ink but will not initial or date the task. When a student performs the task to the instructor’s satisfaction (**rating level 2 or 3**), the instructor will circle the appropriate performance rating, and enter the date (month/day/year) in the “**DATE COMPLETED**” column and ensure the instructor and student initial the TAR to certify skill level attainment. Instructors are encouraged to annotate skill acquisition at level 3 – there is no requirement to enter a date for a level 3 unless level 3 was achieved at the same time as level 2.

- 4. When a student completes the TAR or terminates the program before completing the TAR, the instructor must finalize the TAR by checking the appropriate box and entering the date (month/day/year) and the student completed the TAR or terminated the training program in the space provided at the top of page 1.

COMPLETING THE TRAINING ACHIEVEMENT RECORDS

(Continued)

5. “**EMPLOYER SPECIFIC SKILLS**,” is an optional section which can be used to make note of important job skills that student has acquired, but which are not specifically listed elsewhere on the TAR, or to denote supplemental skills a perspective employer may require of a student before he or she is offered employment. Such skills may also have been acquired during Work-Based Learning opportunities.
6. For all students, center staff must record on the Job Corps Student Profile (Form ETA 6-40) the O*NET code(s) and the completer level(s) achieved. The original TAR must be filed in the student’s personnel file immediately upon TAR completion or upon separation for non-completers. Upon completion of all levels on the individual TAR or upon separation, which ever occurs first, the original TAR will be sent to student records for entry into the student’s personnel file and validation of credits in CIS.
7. **Certification Instructions** – Instructors will complete the certification section of the TAR found on the last page, titled “CERTIFICATION RECORD.” This information is to be entered on the TAR and in CIS.

DUTIES AND TASKS	PERFORMANCE RATING ¹	DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
A. Safety				
1. Explain the role that safety plays in the construction crafts.	1 2 3			
2. Describe the meaning of job-site safety.	1 2 3			
3. Describe the characteristics of a competent person and a qualified person.	1 2 3			
4. Explain the appropriate safety precautions to take around common job-site hazards.	1 2 3			
5. Demonstrate the use and care of appropriate personal protective equipment (PPE).	1 2 3			
6. Properly wear and remove personal protective equipment (safety goggles, hard hat, and personal fall protection).	1 2 3			
7. Follow the safety procedures required for lifting heavy objects.	1 2 3			
8. Describe safe behavior on and around ladders and scaffolds.	1 2 3			
9. Explain the importance of Hazard Communications (HazCom) and material safety data sheets (MSDSs).	1 2 3			
10. Describe fire prevention and firefighting techniques.	1 2 3			
11. Define safe work procedures to use around electrical hazards.	1 2 3			
12. Complete 10-hour OSHA training course in Construction Safety & Health.	1 2 3			
13. Identify the health and safety standards related to hexavalent chromium (CrVI).	1 2 3			
14. Describe the health effects of working with hexavalent chromium, including mild irritation and serious long-term damage (e.g., cancer, eye, respiratory tract, and skin).	1 2 3			
15. Identify industrial uses of hexavalent chromium compounds.	1 2 3			
16. Identify the hazard communication procedures that apply to hexavalent chromium.	1 2 3			
17. Describe how hexavalent chromium can be formed when performing welding on stainless steel or melting chromium metal.	1 2 3			
18. Identify the appropriate PPE to protect against hexavalent chromium, especially respiratory protection.	1 2 3			
19. Identify permissible exposure levels (PELs) for hexavalent chromium.	1 2 3			

^[1] For further explanation, please see the instruction page titled *Completing the Training Achievement Records*, which can be found at the beginning of this TAR.

DUTIES AND TASKS	PERFORMANCE RATING¹	DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
20. Identify hygiene areas and hygiene practices to protect against exposure to hazardous chemicals or compounds.	1 2 3			
B. Introduction to Construction Math				
1. Add, subtract, multiply, and divide whole numbers, with and without a calculator.	1 2 3			
2. Use a standard ruler and a metric ruler to measure.	1 2 3			
3. Add, subtract, multiply, and divide fractions.	1 2 3			
4. Add, subtract, multiply, and divide decimals, with and without a calculator.	1 2 3			
5. Convert decimals to percentages and percentages to decimals.	1 2 3			
6. Convert fractions to decimals and decimals to fractions.	1 2 3			
7. Explain what the metric system is and how it is important in the construction trade.	1 2 3			
8. Recognize and use metric units of length, weight, volume, and temperature.	1 2 3			
9. Recognize some of the basic shapes used in the construction industry, and apply basic geometry to measure them.	1 2 3			
C. Introduction to Hand Tools				
1. Identify the basic hand tools used in the construction trade.	1 2 3			
2. Demonstrate how to use hand tools safely.	1 2 3			
3. Describe the basic procedures for taking care of hand tools.	1 2 3			
D. Introduction to Power Tools				
1. Identify power tools commonly used in the construction trades.	1 2 3			
2. Demonstrate how to use power tools safely.	1 2 3			
3. Explain how to maintain power tools properly.	1 2 3			
4. Identify commonly used stationary power tools and describe their uses.	1 2 3			
5. Use stationary power tools in a safe and appropriate manner.	1 2 3			

^[1] For further explanation, please see the instruction page titled *Completing the Training Achievement Records*, which can be found at the beginning of this TAR.

DUTIES AND TASKS	PERFORMANCE RATING ¹	DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
E. Introduction to Blueprints				
1. Recognize and identify basic blueprint terms, components, and symbols.	1 2 3			
2. Relate information on blueprints to actual locations on the print.	1 2 3			
3. Identify different classifications of drawings.	1 2 3			
4. Interpret and use drawing dimensions.	1 2 3			
F. Basic Rigging (Optional)				
1. Identify and describe the use of slings and common rigging hardware.	1 2 3			
2. Describe basic inspection techniques and rejection criteria used for slings and hardware.	1 2 3			
3. Describe basic hitch configurations and their proper connections.	1 2 3			
4. Describe basic load-handling safety practices.	1 2 3			
5. Demonstrate proper use of American National Standards Institute (ANSI) hand signals.	1 2 3			
G. Carpentry Maintenance				
1. Demonstrate carpentry safety practices.	1 2 3			
2. Identify anchors and fasteners.	1 2 3			
3. Identify carpentry-related materials.	1 2 3			
4. Replace/repair/install siding.	1 2 3			
5. Replace/repair exterior trim.	1 2 3			
6. Replace/repair roof flashing.	1 2 3			
7. Replace/repair roofing.	1 2 3			
8. Replace/repair downspouts and guttering.	1 2 3			
9. Perform weatherizing procedures.	1 2 3			
10. Repair drywall/plaster walls.	1 2 3			
11. Replace/repair interior walls.	1 2 3			

^[1] For further explanation, please see the instruction page titled *Completing the Training Achievement Records*, which can be found at the beginning of this TAR.

DUTIES AND TASKS	PERFORMANCE RATING¹	DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
12. Identify procedures for replacing, repairing and/or installing floor coverings.	1 2 3			
13. Install wall and/or ceiling insulation.	1 2 3			
14. Install or replace interior trim.	1 2 3			
15. Replace/repair exterior and interior doors.	1 2 3			
16. Replace/repair exterior and interior door operating hardware.	1 2 3			
17. Replace/repair windows.	1 2 3			
18. Replace, repair and/or install suspended ceiling systems.	1 2 3			
19. Install/replace floor/wall tile.	1 2 3			
20. Repair/replace cabinets and shelving.	1 2 3			
H. Concrete and Masonry Maintenance				
1. Demonstrate masonry safety practices.	1 2 3			
2. Identify anchors and fasteners.	1 2 3			
3. Identify concrete-related materials.	1 2 3			
4. Set forms.	1 2 3			
5. Mix concrete.	1 2 3			
6. Patch and/or repair concrete surfaces.	1 2 3			
7. Mix mortar.	1 2 3			
8. Pour and finish concrete.	1 2 3			
9. Remove, repair walls and/or replace block, brick and stone.	1 2 3			
I. Surface Finishing and Sealing				
1. Demonstrate finishing safety practices.	1 2 3			
2. Identify surface finishing-related materials.	1 2 3			
3. Prepare surface for finish.	1 2 3			

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DUTIES AND TASKS	PERFORMANCE RATING¹	DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
4. Select finishing materials.	1 2 3			
5. Prepare finishing materials.	1 2 3			
6. Apply finishing materials.	1 2 3			
7. Clean and properly store finishing equipment and materials.	1 2 3			
J. Plumbing Maintenance				
1. Demonstrate plumbing safety practices.	1 2 3			
2. Identify plumbing-related materials.	1 2 3			
3. Cut, clean and glue plastic pipe.	1 2 3			
4. Assemble compression fittings.	1 2 3			
5. Replace/repair plumbing fixtures and connections.	1 2 3			
6. Replace/repair/install plumbing accessories.	1 2 3			
7. Clean/replace traps, drains and vents.	1 2 3			
8. Identify backflow prevention.	1 2 3			
9. Caulk around fixtures.	1 2 3			
10. Cut, prepare and solder copper pipe.	1 2 3			
11. Cut and thread pipe.	1 2 3			
12. Rough-in plumbing fixtures.	1 2 3			
13. Locate and repair leaks in pipes and lines.	1 2 3			
14. Service water heaters.	1 2 3			
15. Service, repair/replace garbage disposals.	1 2 3			
K. Electrical Maintenance				
1. Demonstrate electrical safety practices.	1 2 3			
2. Identify electrical-related materials.	1 2 3			
3. Use electrical test equipment.	1 2 3			

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DUTIES AND TASKS	PERFORMANCE RATING¹	DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
4. Troubleshoot and repair/replace outlets, switches, fuses and fixtures.	1 2 3			
5. Identify power supplies (e.g., single-phase, three-phase).	1 2 3			
6. Demonstrate how to wire 120V circuits.	1 2 3			
7. Demonstrate how to wire low-voltage circuits using a schematic.	1 2 3			
8. Identify and correct defective two-wire and three-wire cords and plugs.	1 2 3			
9. Troubleshoot and repair/replace conductors and breakers.	1 2 3			
10. Bend and connect conduit.	1 2 3			
11. Install/replace/service alarms and detectors.	1 2 3			
12. Repair/replace interior/exterior lighting fixtures.	1 2 3			
L. Environmental Control Systems				
1. Demonstrate safety practices for servicing environmental control systems.	1 2 3			
2. Replace/adjust belts and lubricate bearings.	1 2 3			
3. Clean condensing units.	1 2 3			
4. Clean evaporator coils.	1 2 3			
5. Replace furnace or cooling filters.	1 2 3			
6. Replace electric motors and bearings.	1 2 3			
7. Service pilot systems.	1 2 3			
8. Clean and/or replace heating elements.	1 2 3			
9. Troubleshoot/replace thermostats/controls.	1 2 3			
10. Inspect/clean heat exchangers.	1 2 3			
M. Building Safety Systems				
1. Locate shut-offs for electrical devices and plumbing fixtures.	1 2 3			
2. Identify potential electrical hazards.	1 2 3			

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DUTIES AND TASKS	PERFORMANCE RATING¹	DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
3. Check condition of emergency exit floor plans.	1 2 3			
4. Check and test battery-operated smoke detectors and replace battery if needed.	1 2 3			
5. Maintain emergency lighting systems, exit lights and signs.	1 2 3			
N. Landscaping and Grounds Maintenance				
1. Identify general landscaping equipment.	1 2 3			
2. Demonstrate how to edge hardscape areas with an edger.	1 2 3			
3. Demonstrate how to clean area with a blower.	1 2 3			
4. Demonstrate how to mow lawns with a 21" rotary mower.	1 2 3			
5. Demonstrate how to cut grass or weeds with a line trimmer.	1 2 3			
6. Drive a pickup truck (with trailer), if applicable.	1 2 3			
7. Operate a compact tractor.	1 2 3			
8. Calibrate and apply fertilizer with a rotary spreader.	1 2 3			
9. Operate sprayers (hand, back pack, and/or tank trailer).	1 2 3			
10. Perform a circle check on equipment before using.	1 2 3			
11. Maintain and properly store landscaping equipment.	1 2 3			
O. Introduction to Cabinetry (Optional)				
1. State the classes and sizes of typical base and wall kitchen cabinets.	1 2 3			
2. Recognize the common types of woods used to make cabinets.	1 2 3			
3. Identify cabinet components and hardware and describe their purpose.	1 2 3			
4. Install factory-made cabinets, countertops, and backsplashes.	1 2 3			
5. Install plastic laminate on a countertop core.	1 2 3			
P. Swimming Pool Maintenance (Optional)				
1. Demonstrate basic daily pool operations and water tests.	1 2 3			

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2. Describe spring start-up procedure.	1 2 3			
3. Describe fall shut-down procedure.	1 2 3			
Q. Snow Removal (Optional)				
1. Identify chemicals and procedures to clear icy sidewalks and streets.	1 2 3			
2. Demonstrate procedures to remove snow/ice with a snow shovel, ice chipper and scraper.	1 2 3			
3. Remove snow with the snow blower or plow.	1 2 3			
EMPLOYER SPECIFIC SKILLS (Optional)				
1.	1 2 3			
2.	1 2 3			
3.	1 2 3			
4.	1 2 3			
5.	1 2 3			

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CERTIFICATION RECORD – INSTRUCTORS MUST ENTER INFORMATION HERE AND INTO CIS SYSTEM

Certification Attained:	Certification Exam:
	Date Completed:
	Exam Results: (Please circle) Pass / Fail Test Score or % _____

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