

SAMPLE

VDV MONTHLY TIME CARD

SAMPLE

Time cards are due by the 10th of every month for the previous month, even if you have worked zero (Ø) hours.

Student Name John Doe

Student ID # 101010

Month

0	5	2	0	1	0
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Code	VDV	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTALS	Code	
	Day of Week	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W			
1	Component Installation								4		6	8											6	7										31	1
2	Wire and Cable Installation	8	7							5	3					4					3				8									38	2
3	Splicing and Termination			5	4				3		2					6	9	9				1			8							11	58	3	
4	Maintenance and Service									4						3	2					1				8							18	4	
5	Testing and Start-Up			3	4				6			1				1															2		17	5	
TOTAL		8	7	8	8	0	0	0	13	9	11	9	0	0	0	8	8	9	9	3	0	0	8	7	8	8	8	0	0	0	2	11	162	15	

Student Signature John Doe

WECA-IEC Fax Number (916) 452-7011

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Please see current Student Handbook for penalties of late Time Cards.

Last Updated on 10-21-2009

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WECA VDV Training Program Work Processes

1 Component Installation

Minimum Hours - 750

Will perform work of any of the following or other Systems but is not limited to any one or all listed:

Fire Alarm, Telephone, Sound Video, Burglar, Data, Annunciator, Intercommunication and Facsimile and Reception where not the work of an inside wireman elsewhere determined.

2 Wire and Cable Installation

Minimum Hours - 1,500

Will perform work of any of the following or other Systems but is not limited to any one or all listed:

Fire Alarm, Telephone, Sound Video, Burglar, Data, Annunciator, Intercommunication and Facsimile and Reception where not the work of an inside wireman elsewhere determined.

3 Splicing and Termination

Minimum Hours - 1,300

4 Maintenance and Service

Minimum Hours - 750

Perform work necessary to keep installed systems operating as specified by system design. Perform troubleshooting, testing, repair and replacement of system components and devices as needed.

5 Testing and Start-Up

Minimum Hours - 500

Perform all necessary to insure installed system(s) functions as ordered, designed and installed.