**O\*NET-SOC CODE:**

**RAPIDS OCCUPATION CODE:**

Apprenticeship Training Guidelines

**Apprentice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Assessor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**How to Use This Book**

**Preface**

Thisapprenticeship program is a competency model, which mandates apprentices to complete competency requirements for each work process outlined in the Apprentice Contract. This Job Book was developed for the apprentice and employer to record the apprentice's progress in meeting the competency requirements. Its use and preservation are the responsibility of both parties.

**This book is aligned with the Exhibit A of the Apprentice Contract as follows:**

1. The competencies in this book are the work processes in the Exhibit A.

2. The tasks in this book are the tasks in the Exhibit A.

3. The steps in this book appear in this book only. They are not included in the Exhibit A.

**All competencies, tasks and steps in this book shall be performed according to the following:**

1. The Apprentice Contract

2. All applicable federal, state, local and employer safety and health standards

3. Applicable industry codes and professional standards

**The Employer must:**

1. Train the Apprentice in all competencies and as many tasks and steps as are available.

2. Have the Apprentice perform all work several times.

3. Sign and date each completed item in ink, using "JW," after observing the Apprentice perform it with the required skill.

4. Regularly review this book with the Apprentice to ensure it is finished by the end of the program.

**The Employer may:**

1. Substitute comparable tasks and steps, if the tasks and steps in this book are unavailable.

2. Add tasks and steps not included in this book, and record them in, "Other (please specify)."

3. Instruct the Apprentice to complete the work in a different order than presented in this book.

**The Apprentice must:**

1. Complete all time and competency requirements to complete the program.

2. Discuss and perform each task and step more than once.

3. Sign and date each completed item in ink, with the trainer, using the column, "APR."

4. Regularly review this book with a supervisor.

**The Apprentice may:**

Keep a journal of daily work, including hours, why a task was not completed, and conversations about job details. On occasion, these detailed notes can be used to solve legal disputes.

**Important Instructions for the Trainer**

You are required to instruct apprentices in all competencies/job skills by training the apprentices in as many duties and tasks as are available to the employer. The competencies/job skills do not need to be instructed or completed in a specific order.

The apprentice must demonstrate proficiency in the competencies/job skills before you sign off. It is recommended that the apprentice discuss and perform each task several times. Items must be signed and dated in ink by you and the apprentice. Use the columns marked "JW" for journey worker. Direct the apprentice to use the columns marked "APR" for apprentice.

Review the Job Book with the apprentice’s supervisor on a regular basis to ensure that the apprentice has a sufficient variety of work to complete all competencies/job skills by the end of the apprenticeship program.

Use this book with the Apprentice Contract and in accordance with employer policies and procedures. The apprentice must comply with all applicable federal, state, local and employer safety and health standards. All work shall be performed in a professional manner and in accordance with any applicable building codes and professional industry standards.

**Important Instructions for the Apprentice**

This Job Book identifies skills required for you to reach journey worker status in your occupation. You are required to meet all competencies/job skills in this book by completing as many duties and tasks as are available to your employer. You do not need to meet the competencies/job tasks in a specific order.

Employers may add additional duties and tasks not included in the book, or substitute comparable duties and tasks if an item is unavailable during training. If this occurs, record the work in the lines, "Other (please specify)." Complete numerous tasks at each step to ensure you complete all requirements by the end of your program.

Your trainer will sign off on an item only after you demonstrate an acceptable skill level. You and your trainer must sign and date each completed item in ink. Your trainer must use the columns marked "JW" for journey worker, and you must use the columns marked "APR" for apprentice.

Use this book with the Apprentice Contract and in accordance with employer policies and procedures. You must comply with all applicable federal, state, local and employer safety and health standards, including any applicable building codes and professional industry standards.

**Performance and Safety Objectives:**

The employer shall instruct the apprentice in safe and healthful work practices and train the apprentice in its facilities and other environments. Safety training should be in compliance with either the Occupational Safety and Health Act standards or State, or Local standards that have been found to be at least as effective as the Federal standards. The Employer has the responsibility to provide the apprentice a safe and healthful workplace, conditions of employment, and work assignments that the apprentice can safely perform while on the jobsite.

The Sponsor of the Mechanic III apprenticeship will ensure that all apprentices complete all safety training required training during the program with a priority for in the first quarter. This may include CPR/First Aid training, use of Personal Protective Equipment, or other industry standards including cyber security. The Sponsor of the Mechanic I apprenticeship shall also ensure that graduates of its program possess current mandated safety credentials as per the industry requirements.

**On-the-Job Learning (OJL):**

1. The apprentice shall make every attempt to meet OJL requirements. Unsuccessful performance of the OJL training by the apprentice within the apprenticeship program cannot result in any adverse action toward the employee.

2. During the apprenticeship, the apprentice shall receive work experience and job-related education in all phases of the occupation. These include safe work practices necessary to develop the skill and proficiency of a skilled professional, including:

|  |  |  |  |
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| * Workplace violence | * Sexual harassment | * Cyber security | * Privacy |

Employer will have policies on each that each apprentice signs on to and agrees to abide by. If an employer doesn’t have specific policy in place, the Sponsor will provide examples to adopt. Additional RA components will be delivered as part of Module 9 *Knowledge of PA Compliance Review and Quality Assessment Process.*

3. The program sponsor, or its designated apprenticeship committee, must ensure apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the apprenticeship, and identify what methodology will be used to track progression of experience on-the-job.

4. Such OJL shall be performed under the direction and guidance of a qualified professional.

**The following identifies the Competencies/Job Skills in which apprentices will be trained:**

**Competency/Job Skill Groups:**

|  |  |
| --- | --- |
| 1. [Enter Competency/Job Skill] 2. [Enter Competency/Job Skill] 3. [Enter Competency/Job Skill] 4. [Enter Competency/Job Skill] 5. [Enter Competency/Job Skill] | 1. [Enter Competency/Job Skill] 2. [Enter Competency/Job Skill] 3. [Enter Competency/Job Skill] 4. [Enter Competency/Job Skill] 5. [Enter Competency/Job Skill] |

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| 1. **[Enter Competency/Job Skill Group #1)** | | | | | | |
| **Competencies/Job Skills** | | **Date** | **JW Initials** | **Date** | | **APR Initials** |
| **A.** | **[Enter Competency/Job Skill]** | | | | | |
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| **B.** | **[Enter Competency/Job Skill]** | | | | | |
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**Comments:**

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| 1. **[Enter Competency/Job Skill Group #2)** | | | | | | |
| **Competencies/Job Skills** | | **Date** | **JW Initials** | **Date** | | **APR Initials** |
| **A.** | **[Enter Competency/Job Skill]** | | | | | |
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| **B.** | **[Enter Competency/Job Skill]** | | | | | |
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| 1. **[Enter Competency/Job Skill Group #3)** | | | | | | |
| **Competencies/Job Skills** | | **Date** | **JW Initials** | **Date** | | **APR Initials** |
| **A.** | **[Enter Competency/Job Skill]** | | | | | |
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| 1. **[Enter Competency/Job Skill Group #4)** | | | | | | |
| **Competencies/Job Skills** | | **Date** | **JW Initials** | **Date** | | **APR Initials** |
| **A.** | **[Enter Competency/Job Skill]** | | | | | |
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| 1. **[Enter Competency/Job Skill Group #5)** | | | | | | |
| **Competencies/Job Skills** | | **Date** | **JW Initials** | **Date** | | **APR Initials** |
| **A.** | **[Enter Competency/Job Skill]** | | | | | |
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| 1. **[Enter Competency/Job Skill Group #6)** | | | | | | |
| **Competencies/Job Skills** | | **Date** | **JW Initials** | **Date** | | **APR Initials** |
| **A.** | **[Enter Competency/Job Skill]** | | | | | |
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| 04 |  |  |  |  | |  |
| 05 |  |  |  |  | |  |
| 06 |  |  |  |  | |  |
| 07 | Other (please specify): |  |  |  | |  |
| 08 | Other (please specify): |  |  |  | |  |
| **B.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
| 04 |  |  |  | |  |  |
| 05 |  |  |  | |  |  |
| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **C.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
| 04 |  |  |  | |  |  |
| 05 |  |  |  | |  |  |
| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **D.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
| 04 |  |  |  | |  |  |
| 05 |  |  |  | |  |  |
| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **E.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
| 04 |  |  |  | |  |  |
| 05 |  |  |  | |  |  |
| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **F.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
| 04 |  |  |  | |  |  |
| 05 |  |  |  | |  |  |
| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |

**Comments:**

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| --- | --- | --- | --- | --- | --- | --- |
| 1. **[Enter Competency/Job Skill Group #7)** | | | | | | |
| **Competencies/Job Skills** | | **Date** | **JW Initials** | **Date** | | **APR Initials** |
| **A.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  |  | |  |
| 02 |  |  |  |  | |  |
| 03 |  |  |  |  | |  |
| 04 |  |  |  |  | |  |
| 05 |  |  |  |  | |  |
| 06 |  |  |  |  | |  |
| 07 | Other (please specify): |  |  |  | |  |
| 08 | Other (please specify): |  |  |  | |  |
| **B.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
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| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **C.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
| 04 |  |  |  | |  |  |
| 05 |  |  |  | |  |  |
| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **D.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
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| 03 |  |  |  | |  |  |
| 04 |  |  |  | |  |  |
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| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **E.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
| 04 |  |  |  | |  |  |
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| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **F.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
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| 03 |  |  |  | |  |  |
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| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |

**Comments:**

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| 1. **[Enter Competency/Job Skill Group #8)** | | | | | | |
| **Competencies/Job Skills** | | **Date** | **JW Initials** | **Date** | | **APR Initials** |
| **A.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  |  | |  |
| 02 |  |  |  |  | |  |
| 03 |  |  |  |  | |  |
| 04 |  |  |  |  | |  |
| 05 |  |  |  |  | |  |
| 06 |  |  |  |  | |  |
| 07 | Other (please specify): |  |  |  | |  |
| 08 | Other (please specify): |  |  |  | |  |
| **B.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
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| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **C.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
| 04 |  |  |  | |  |  |
| 05 |  |  |  | |  |  |
| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **D.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
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| 04 |  |  |  | |  |  |
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| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **E.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
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| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **F.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
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| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |

**Comments:**

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| 1. **[Enter Competency/Job Skill Group #9)** | | | | | | |
| **Competencies/Job Skills** | | **Date** | **JW Initials** | **Date** | | **APR Initials** |
| **A.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  |  | |  |
| 02 |  |  |  |  | |  |
| 03 |  |  |  |  | |  |
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| 06 |  |  |  |  | |  |
| 07 | Other (please specify): |  |  |  | |  |
| 08 | Other (please specify): |  |  |  | |  |
| **B.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
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| 03 |  |  |  | |  |  |
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| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **C.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
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| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **D.** | **[Enter Competency/Job Skill]** | | | | | |
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| 04 |  |  |  | |  |  |
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| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **E.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
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| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **F.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
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| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |

**Comments:**

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| --- | --- | --- | --- | --- | --- | --- |
| 1. **[Enter Competency/Job Skill Group #10)** | | | | | | |
| **Competencies/Job Skills** | | **Date** | **JW Initials** | **Date** | | **APR Initials** |
| **A.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  |  | |  |
| 02 |  |  |  |  | |  |
| 03 |  |  |  |  | |  |
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| 06 |  |  |  |  | |  |
| 07 | Other (please specify): |  |  |  | |  |
| 08 | Other (please specify): |  |  |  | |  |
| **B.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
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| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **C.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
| 04 |  |  |  | |  |  |
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| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **D.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
| 04 |  |  |  | |  |  |
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| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **E.** | **[Enter Competency/Job Skill]** | | | | | |
| 01 |  |  |  | |  |  |
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| 04 |  |  |  | |  |  |
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| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |
| **F.** | **[Enter Competency/Job Skill]** | | | | | |
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| 02 |  |  |  | |  |  |
| 03 |  |  |  | |  |  |
| 04 |  |  |  | |  |  |
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| 06 |  |  |  | |  |  |
| 07 | Other (please specify): |  |  | |  |  |
| 08 | Other (please specify):  Other (please specify):  Other (please specify): |  |  | |  |  |

**Comments:**