



Logging In – Foreman/ Journeyman

This section will help guide you through the process of logging into TradeSchool as a Foreman or Journeyman to evaluate your apprentice’s online Monthly Progress Report (MPR). It provides step-by-step instructions to ensure you can access and use the system efficiently. *Please note that evaluations must be completed on the TradeSchool website using a browser; they cannot be done through the TradeSchool mobile app.*

TradeSchool – Website

Please see the steps and pictures below that will walk you through submitting an evaluation online.

1. **Login to TradeSchool:** Open TradeSchool in browser and sign in with credentials

Northwest Line JATC 1705 SE 17th Street 360-816-7100

Logout Class Schedule My Account Applications Apprentice

Logged In: Claudia Repr

Personal Certification CEU Training Web Invoices Resume Builder Evaluation & Comments 1

Contact License Messages

Address

Street City State Zip
455 K Street Washougal WA 98671

County
Clark

Contact & Detail

Main Email
cmrepman@gmail.com

Main Phone Location SMS Opt-in

2. **Access the “Evaluation & Comments” Tab:** Navigate to the “Evaluation & Comments” tab to view a list of apprentices who have requested evaluations.



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Requests for Evaluation

The following apprentices have submitted their Work Hours and are waiting your evaluation. YOU MUST COMPLETE THEIR EVALUATIONS IN ORDER FOR THEM TO RECEIVE CREDIT FOR THEIR OJT (On the Job Training) HOURS.

Apprentice	Period	Month	Hours	Contractor	Evaluation Form
Williams, Emma	1	May - 2025	10	Test Contractor	Evaluation Form

- Complete the Evaluation Form:** Click the “Evaluation Form” button on the right side of the screen. Fill out the form with the appropriate information and feedback.

Logged In: Claudia Repman

Apprentice	Period	Month	Hours	Contractor
Williams, Emma	1	May - 2025	10	Test Contractor

Apprentice Evaluation

It is important that you complete and submit this evaluation in order for the apprentice's time card to be received on time. Once you have submitted this evaluation the apprentice will be credited for hours worked.

- Complete the Evaluation Form
- Review and verify the Monthly Work Hours
- Click “Submit” at the bottom of this page

Evaluation Form

Ability

Is the apprentice effective in preparing and doing ground work?

Poor/NA	Needs Improvement	Average	Good	Excellent
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Submit or Reject the Evaluation:** Click “Submit” to send the completed evaluation to the JATC. If you choose to “Reject,” be sure to include a reason—the form will be returned to the apprentice for revision.



Common Issues

This section provides guidance for troubleshooting common problems encountered when submitting or evaluating online Monthly Progress Reports (MPRs).

- **Supervisor Has Not Received an Email or Cannot See the MPR for Evaluation:** The email address listed for the supervisor in our system *must exactly match* the one entered by the apprentice in their MPR. If you are experiencing issues with this, please contact the office to verify the email address on file.
- **Journeyman has not Received Email:** Online MPR's follow a step-by-step approval process.
 - After an apprentice submits an MPR, it is automatically locked and sent to the Foreman for review.
 - Once the Foreman completes their evaluation, the MPR is then forwarded to the Journeyman (if applicable).

If the journeyman has not received the MPR, it's likely still pending with the Foreman and must be completed there before it can move forward.

- **Apprentice Needs to Restart MPR Due to Error or Premature Submission:** To restart an MPR, the Foreman must reject the current submission. Once rejected, it will return to the apprentice for editing.
 - **Tip:** Always screenshot your entered hours before submitting your MPR to ensure you have record of what hours were previously entered.
- **Apprentice Needs to Update the Supervisor's Email Address:** If an apprentice wants to use a different supervisor email, they must update the email field in the MPR submission form. It's important to note that once a new email is submitted, only that address will be able to access and evaluate the report going forward.
 - **Note:** The TradeSchool system only allows for 2 pending MPR's at a time. If an apprentice has pending reports, they will need to get the previous one reviewed by their supervisor before they can start a new one.
 - **Note:** An MPR is not submitted *UNTIL* a supervisors email is entered

Contact Information

For any and all questions related to online MPR's, please reach out to **Emma at (360) 816-7108** or at training@nwlinejatc.com.