

New Class A/Class B Limited Energy Apprentice Orientation Checklist & Online Instructions

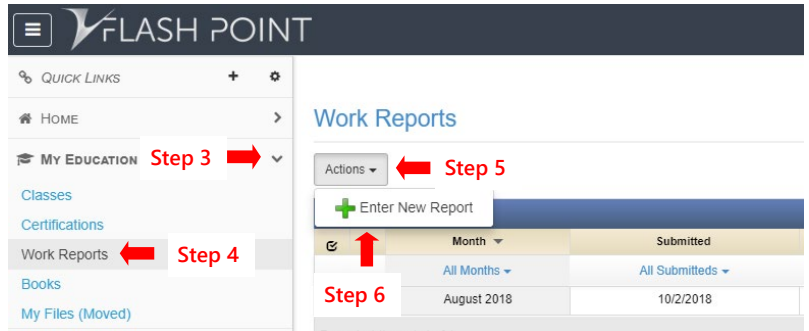
Rev: January 17, 2019

❑ ENTERING MPRs – STEP-BY-STEP INSTRUCTIONS

Step 1 When we activate you in our system, you will receive an email from M3 Admin with a temporary password.

Step 2 Go to the FlashPoint log in page using the link <https://iec.flashpoint.xyz>. Type in your email address and temporary password.

Step 3 Once you log in, select the dropdown arrow next to **My Education**



Step 4 Click on **Work Reports**. You will reach a grid with a history of submitted work reports.

Step 5 To enter a new MPR, click on the **Actions** dropdown menu.

Step 6 Click on the **Enter New Report** Button.

Step 7 Fill in the report info and hours. Be sure to **distribute your hours into the correct work process categories**.

Enter Work Report

Report Info:

Period: * ← Month of the MPR

Year: * ← Defaulted to current year

Authorized By: ← Your first and last name to validate that hours are true and accurate

Comments: ← Add any comments you may have regarding that month's hours.

This work report will be marked late 10 days after the end of the month
Work reports may not be submitted more than 60 days after the end of the month

Hours:

[Show category descriptions](#) ← Note: you can click here for a description of each work process category

Day	A. Gene	B. Data	C. Fire	Total
1 (Mon)	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	8
2 (Tue)	<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	8
3 (Wed)	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="4"/>	8

Class A Example

Day	A. Gene	B. Data	Total
1 (Mon)	<input type="text" value="4"/>	<input type="text" value="4"/>	8
2 (Tue)	<input type="text" value="3"/>	<input type="text" value="5"/>	8
3 (Wed)	<input type="text" value="2"/>	<input type="text" value="6"/>	8

Class B Example

Step 8 When you are ready to submit your MPR, scroll down to the bottom of the report and click on **Save and Submit**. This locks the report for editing, so only do it when all of your hours are inputted. Please note that if you click **Save Report**, then we will be unable to see your hours. **You must click Save and Submit by 11:59 pm on the 10th of the month for your MPR to be on time.**



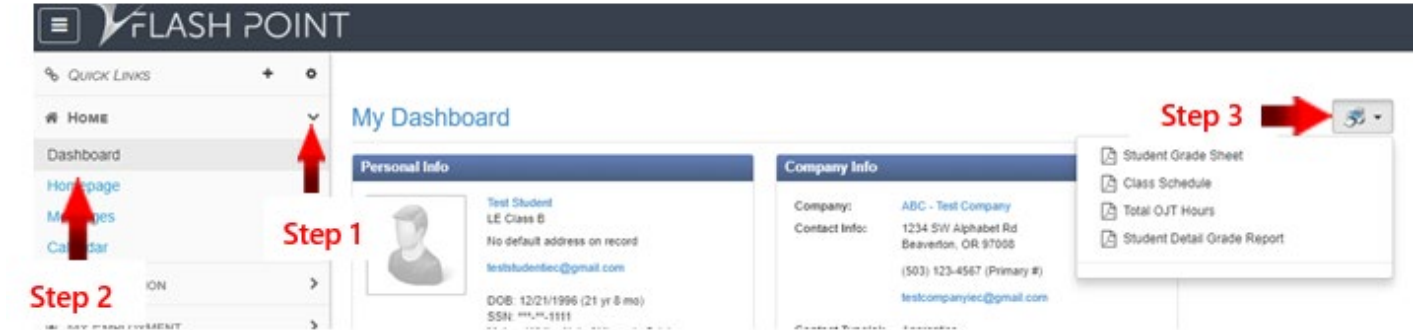
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❑ VIEWING REPORTS

You can view four reports from your homepage on FlashPoint: the Student Grade Sheet, your Class Schedule, your Total OJT Hours, and the Student Detail Grade Report (see below for more information)

- Step 1** Click on the dropdown arrow next to **Home**
- Step 2** Select **Dashboard**
- Step 3** On the far right side of the screen, click on the dropdown menu next to the **printer icon** to choose a report to view from the list.



- The **Student Detail Grade Report** shows you all of your current information on file including: your current CPR/First Aid certifications and expiration dates, your OJT hours broken down by work process category, and your related training grades and attendance hours.

Student Detail Grade Report Printangular Snap

Student Record For: **Student, Test**

Student		Employer	
Test Student	DOL#: 123456	ABC - Test Company	
No address on record	SSN#: ***-**-1111	1234 SW Alphabet Rd Beaverton, OR 97008	
No phone on record		(503) 123-4567	

Certifications	Expiration Date
CPR/First Aid	9/28/2020

← Current CPR/First Aid cards on file and expiration

OJT Details: LEA Apprentice

OJT Category	Rqd Hrs	Total	Bal.
A. General Installation LEA min 3000	3,000	50	2,950
B. Data Com, Spec Controls & Audio Visual (B&C combine total 3000) LEA no min	2,250	80	2,170
C. Fire & Life Safety LEA min 750	750	30	720
Totals	6,000	160	5,840

← Breakdown of overall OJT hours by category

Class Details

Total School Hours: 48

Course	Class	Class Date	Percentage	Grade
Basic Trade and Code - 1yr1t	SP18 Basic Trade Code	3/27/2018 - 3/27/2018	80.00 %	B
Hours Attended: 48				
Notes:				

← Related training seat time and grades