

Record Work-Based Training Hours Using the Quick Add Function

Navigate to the **My Organizations** section in the SkilledTradesBC portal.

SKILLEDTRADESBC Home

ORGANIZATION DETAILS EDIT INFO

Name 06093644 B.C. Ltd. Email its.organization@computronix.com Count of Apprentices 5
 SkilledTradesBC ID 78404 Organization Role Sponsor - Active My Role Primary Contact
 Sector Forestry

APPRENTICES

Show 5 entries DOWNLOAD CSV

Apprentice Name	STBCID	Status	City	Level Completed	Program Type	Program Name	Last Activity Date	View	Add WBT	Remove
Somit	812703	Active	Haryana	N/A	Apprenticeship	Aircraft Maintenance Technician Apprenticeship	09/01/2022			
Bob Smith	839662	Active	Pitt Meadows	N/A	Apprenticeship	Arborist Technician Apprenticeship	12/07/2022			
emma scott	831206	Active	Richmond	N/A	Apprenticeship	Automotive Refinishing Technician Apprenticeship (H.L.) 2021	12/10/2022			
Michelle Lacarte	549412	Active	Toms Lake	N/A	Apprenticeship	Automotive Service Technician 1 Apprenticeship (H.L.) 2017	08/30/2022			

Click on the **“+”** next to the apprentice’s name.

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Riaz Ranji	628768	Active	Brentwood Bay	N/A	Apprenticeship	Locksmith Apprenticeship	01/23/2023			

Showing 1 to 5 of 5 entries

APPRENTICESHIP ALERTS

Add the reporting Start and End Date.

Click **Submit**.

WBT Hours Reporting

Reporting Start Date 02-Sep-2022 Reporting End Date dd-yyy

Hours: Hours

Hours worked for a Previous / Alternate Employer?
 Yes No

SUBMIT