

APPRENTICE WORK PROGRESS RECORD

Phone-1-800-315-6604, Fax 1-509-327-6451 – 3923 E Main Spokane, WA 99202

NAME: _____ TRADE: _____
 ID NUMBER: _____ MONTH: _____ YEAR: _____
 EMPLOYER: _____ JOB SITE: _____

Hours Brought Forward	Work type	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	Hours This Month	Total Hours		
	Wall time, brick, block																																			
	Stone																																			
	Pointing, cleaning, caulking																																			
	Pre-cast																																			
	Mason Tending																																			
	Saw																																			
	Scaffold, clean-up, safety																																			
	Other																																			
RSI																																				

NAME OF PROGRAM: _____
 WAGE RATE: _____
 SUPERVISOR: _____ APPRENTICE: _____

INSTRUCTIONS FOR APPRENTICE WORK PROGRESS RECORD

This is the permanent record of your apprenticeship. Make the entries in ink and have your supervisor sign each month's report. **One copy should be turned in to your apprenticeship committee and one copy should be kept for your records.** It is recommended that you start a binder to keep these record sheets in.

The worksheet is the work record for one month and each column represents one day. Entries are made from the work experience outline in our apprenticeship standards. Under work code, from Section VIII "Work Processes" of the Standards, enter A, B, C or 1, 2, 3, etc., whichever method is used. Total the hours you worked each day in each phase or skill block. Total hours at the end of each month and carry them forward to the next month's sheet.

Be sure to complete the information for your Related Supplemental Instruction (RSI) hours. At the end of each month, record the hours spent in school (RSI) and carry that total forward. Be sure that you separate out the hours of RSI that you are paid from the RSI hours that you are not paid for. In this way, you will have a continuing record of your work progress and school hours.

When the Apprenticeship Committee periodically reviews your work record binder, it can evaluate your progress in all phases of your trade to ensure that you are receiving well-rounded training necessary to become a qualified journey level worker.

Keep these sheets and the binder you started neat and up-to-date, and upon completion of your training, you will have a record of your training, which you will own with pride.