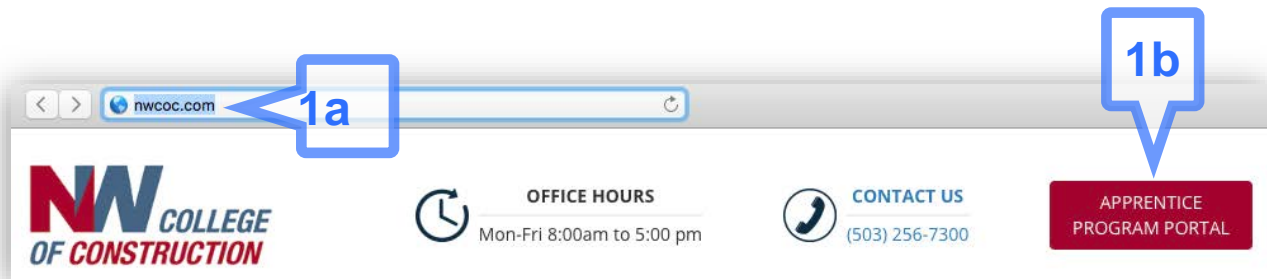


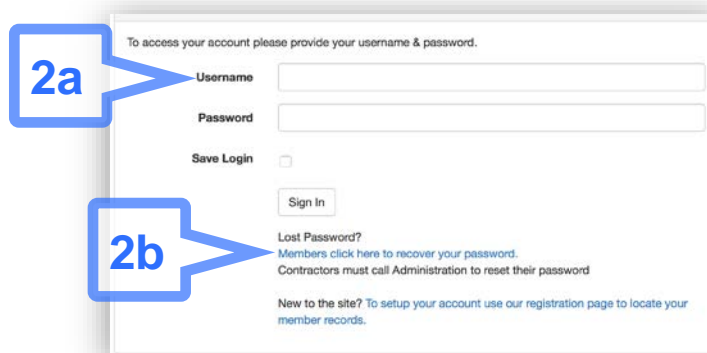
Monthly Progress Reports (MPRs)

1a Go to our website nwcoc.com
in any web browser on a desktop, notebook, mobile phone or tablet computer



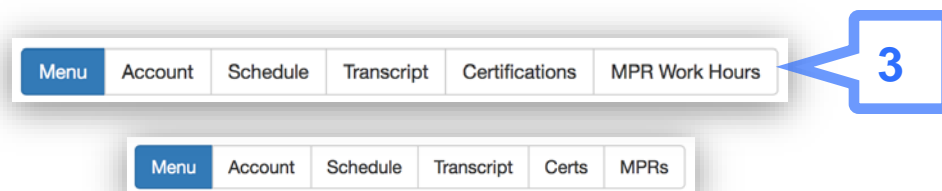
1b Click Apprentice Program Portal button

2a Enter Username and Password then click Sign In button



2b Lost Passwords or new users click on these links, or call 503-256-7300 for assistance

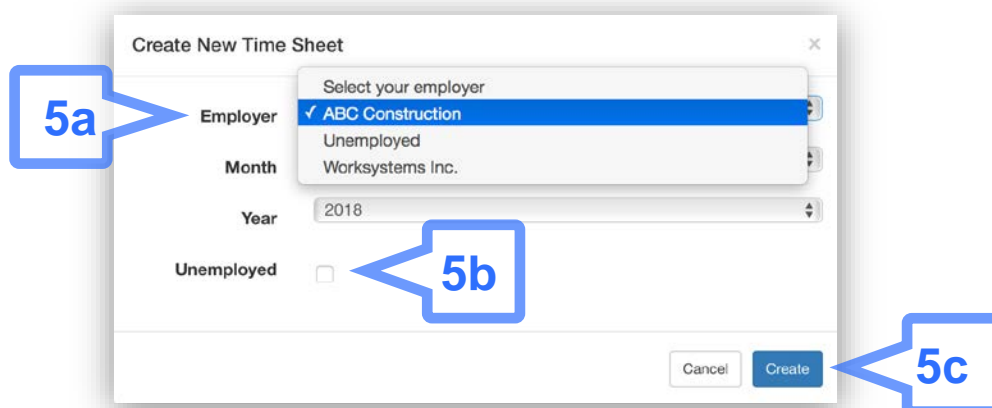
3 Click MPR Work Hours button
or on a mobile phone screen click MPRs button



4 Click Start a New Sheet button



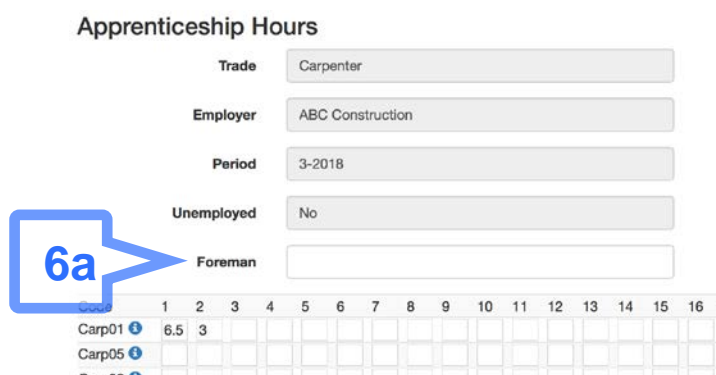
5a Choose Employer, Month and Year from popup menus
Only create ONE time sheet per MONTH per EMPLOYER.



5b Click Unemployed
if you are submitting a timesheet for a month you were unemployed for ENTIRE month

5c Click Create button
An error message will appear if you try to create a new timesheet that you had created previously

6a Enter your Foreman's name



6b Enter hours worked

for each date for appropriate work code. (You may log in whenever you want during the month to enter hours as you complete work days.)

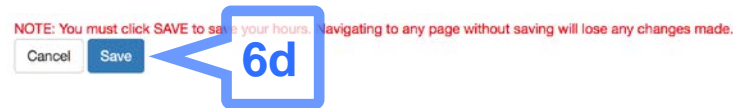
Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	28	29	30	31	Total
Carp01	6.5	3																				9.5
Carp05																						0
Carp02																						0
Carp03																						0
Carp04																						0
Carp06																						0
Total	6.5	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9.5

6c Click the “i” button

to show/hide explanation of a work code

6d You MUST click Save button

to save your entries BEFORE you close the browser window or navigate to another page



NOTE: Multiple Employers

If you work for multiple employers in a given month, you can repeat the “Start a New Sheet” step 4 for each Employer. You may only have 1 sheet per employer per month.

7a Click Delete button

if you want to delete a timesheet that has not yet been submitted

7b Click Edit button

to add to or change a timesheet that has not yet been submitted

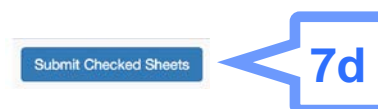
	Submit	Hours	Period	Employer	Status
	Delete Edit	9.50	3/2018	ABC Construction	New

7c Click Submit button

to select a timesheet for submitting

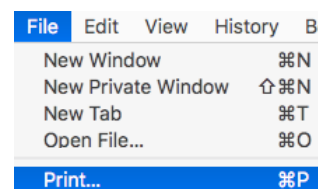
7d Click Submit Checked Sheets button

to submit the selected timesheet (Do NOT submit timesheet early if you are laid off or think you will not be working anymore that month UNTIL you are certain)



8a Click the blue Print button

If this does not work in your browser continue to step 8b.



8b Use browser built in Print feature

See your browsers help for assistance on printing a page.



Mobile browsers often put the Print option under the “Share” feature.

NOTE:

If you cannot print from your phone to a wireless printer, please log in from a tablet or computer. There is a printer available in the school lobby.

9 Get Signatures and Submit

Have supervisor sign and complete employer portion. Next, you sign, date and submit to NWCOC. Keep a copy.

Monthly Progress Report

1. Have supervisor sign and complete employer portion on bottom
2. Sign, date and make a COPY for your records
3. Fax, mail or deliver to NWCOC

DUE ON THE 1st of EACH MONTH
Keep a copy of each MPR for your records

Email, mail or deliver to:
Fax: 503-252-9560
Email: mprs@nwcoc.com
Northwest College of Construction
8111 NE Holman St.
Portland, OR 97218
Questions? Call 503-256-7300

Work process as per standards	Hours from prior month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Form Building	06.50	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rough Framing & Outside Finishing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Inside Finish, Acoustical, Finish Hardware, Clean Room	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Layout	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Work Processes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weld & Burning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hours	06.50	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Name of Company: ABC Construction
Location of Worksite: _____
Supervisor's Name: Bob Smith
Supervisor's Phone #: _____
Supervisor's Signature: _____
Please verify the information above complete the employer rating section before signing.

Apprentice's Signature: _____
I certify that the above information is correct.

Employer Rating
1 = Good 3 = Below Average
2 = Average 4 = Unsatisfactory

Interest toward work _____
Compatibility _____
Attitude _____
Adaptability _____
Quantity of work _____
Quality of work _____
Safety Practices _____

Print Menu

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Print Menu