

# APPRENTICE MONTHLY PROGRESS RECORD

Oregon-Columbia Laborers JATC

Enter the total hours to date "D" from the prior month in Column "B"  
 Each day record hours spent on each work process  
 Add the Daily Record hours and total in Column "C"  
 Add "B" plus "C" enter into Column "D"  
 Total Daily Hours and Column "C" & "D" on bottom of chart  
 Have supervisor sign & complete employer portion on bottom  
 Sign, date and make a COPY for your records  
 Fax, mail or deliver to NWCC

Email, Fax, or deliver to:  
 Fax: **503-252-9560**  
 Email: [mprs@nwcoc.com](mailto:mprs@nwcoc.com)



8111 NE Holman St  
 Portland, OR 97218  
 Questions? Call: **503-256-7300**

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

**Please call or write the apprenticeship office to report change of address or phone number.**

**DUE BY THE 1<sup>st</sup> OF EACH MONTH**

*\*\*Keep a copy of each MPR for your records\*\**

"A" Work processes as per standards	"B" Hours from prior month	Keep track of time daily. Record to the closest 1/2 hour.																											"C" Total hours this month	"D" Total hours to date							
		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			
General Skills (600)																																					
Tools, Equip. & Mat. (600)																																					
Safety (400)																																					
Environmental Remediation (800)																																					
Building Const. (800)																																					
Heavy/Hwy Const. (800)																																					
<b>Total Hours</b>																																					

Name of company: \_\_\_\_\_

Location or work site: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Supervisor's phone #: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

Please verify the information above and complete required employer rating section before signing⇒

Apprentice's signature: \_\_\_\_\_

I certify that the above information is correct

*Supervisor please complete required* **EMPLOYER RATING SECTION**

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

Interest toward work ..... \_\_\_\_\_  
 Compatibility ..... \_\_\_\_\_  
 Attitude (general) ..... \_\_\_\_\_  
 Adaptability ..... \_\_\_\_\_  
 Quantity of work ..... \_\_\_\_\_  
 Quality of work ..... \_\_\_\_\_  
 Safety Practices ..... \_\_\_\_\_

Immediate supervisor comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_