

APPRENTICE MONTHLY PROGRESS RECORD

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 NWCOC

DUE BY THE 10TH OF EACH MONTH

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

Fax, mail, or deliver:



Fax: 503-252-9560

Email: MPRs@nwcoc.com

US Mail: NWCOC

8111 NE Holman St

Portland, OR 97218

Questions? call: 503-256-7300

OREGON-COLUMBIA ROOFER JATC

MONTH _____ YEAR _____

Name: _____

Phone #: _____

Address: _____

Call or email to report a new address or phone number

**KEEP TRACK OF TIME DAILY
 RECORD TO THE CLOSEST ½ HOUR**

"A" Work processes as per standards	"B" Prior month hours	KEEP TRACK OF TIME DAILY RECORD TO THE CLOSEST ½ 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 (540)																																			
Built-up roofing, waterproofing & damp-proofing, composition, tar, asphalt, & general work (1300)																																			
Steep roofing, slate, tile, shingles, & Substitute materials (360)																																			
Single-ply material (900)																																			
Reroofing (360)																																			
Other (180)																																			
Safety (360)																																			
Total hours																																			

Name of company: _____

Location or work site: _____

Supervisor's name: _____

Supervisor's phone #: _____

Supervisor's signature: _____

Verify information above and complete required employer rating section before signing ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒

Apprentice's signature: _____

I certify 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:

