

APPRENTICE MONTHLY PROGRESS RECORD

Central Oregon Sign Hangers 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

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

Email, Fax, or deliver to:
Fax: 503-252-9560
Email: mpers@nwcoc.com

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

MONTH _____ YEAR _____

Name: _____

Phone #: _____

Address: _____

“A” Work processes as per standards	“B” Hours from prior month	1	2	3	4	Keep track of time daily.																					Record to the closest ½ hour.											28	29	30	31	“C” Total hours this month	“D” Total hours to date
						5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27															
Stock Room & Material Handling (200)																																											
Pattern & Blueprints (300)																																											
Layout Design (1000)																																											
Assembly of Display (2000)																																											
Painting & Component (500)																																											
Install, Service and Maintenance (2500)																																											
Transportation Hoisting Repair (1500)																																											
Total Hours																																											

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
2 = Average

3 = Below Average
4= Unsatisfactory

Interest toward work..... ____

Compatibility ____

Attitude (general)..... ____

Adaptability ____

Quantity of work..... ____

Quality of work..... ____

Safety Practices..... ____

Immediate supervisor comments: _____
