



## Request for Completion: Training Agent

Date: \_\_\_\_\_

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

Training Agent Name: \_\_\_\_\_

Trade: \_\_\_\_\_

Apprentice Employment Start Date: \_\_\_\_\_

By signing this form, I confirm that I have been notified that the above-named apprentice has completed all the requirements necessary for the completion of their program. Our company feels that the above-named apprentice is working at journey-level and we recommend them for completion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*A Request for Completion form is required from both the apprentice and the training agent. Once both forms have been received, the apprentice will be considered for completion at the next committee meeting. Forms are due no later than noon on the Friday before the meeting. If TA does not or cannot supply a letter, the Committee will accept positive supervisor reports on the most recent six months of MPRs.*