APPRENTICE MONTHLY PROGRESS REPORT

HVAC

Column "A" - Work Processes Hours	=	Total Number of Work Processes Hours Needed
Column "B" - Last Month's Hours	=	Total From Column "D" of Last Month's MPR
Column "C" - Total Hours This Month	=	Total Number of Hours Worked This Month
Column "D" - Total Hours To Date	=	Last Month's Hours + This Month's Hours

PLEASE ROUND OFF TO THE NEAREST HOUR: .25 / .50 / .75 / 1

FAX: (503) 598-0391

MAIL or DROP-OFF:
HVAC
12256 SW Garden Place
Tigard, OR 97223

☐ **Change of address (please send a buckslip with new**

NAME:

ADDRESS:

MONTH: **YEAR:**

"A" Work Processes Hours	"B" Last Month's Hours	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	"C" Total Hours This Month	"D" Total Hours to Date
Install & Service **2000**																																		
Duct Design & Air Flow **1000**																																		
Basic Refrig. Theory **500**																																		
Piping, Brazing & Soldering **500**																																		
Limited Energy Techician Class B License Requirements: 4000 hrs Total																																		
Installation - Install/wire pull Splices/ Control Panels/ Conduit Flex Tray Duct/ Control Wiring Device/ Stock Room & Materials/ Overhead & underground **1750 hrs.**																																		
Troubleshooting & maintenance **250 hrs**.																																		
Communication systems - Data Telecommunication Intercom/Paging **1000 hrs**																																		
Specialized Control systems - HVAC/ Medical/ Boiler/Clock/ Instrumentation **1000 hrs**																																		
Total Hours																																		
Class Attendance																																		
Class Hours																																		

INSTRUCTOR'S SIGNATURE:

NAME OF CLASS:

Date Stamp

REQUIRED SIGNATURES:

APPRENTICE: I certify that the above information is correct.

EMPLOYER'S SIGNATURE:

APPRENTICE SIGNATURE:

COMPANY NAME:

Please notify the Apprenticeship Department of any employment changes

Revised: 10/07

Monthly Progress Reports are due by the 10th of every month or they are late.
Apprentices turning in late MPRs will be cited to appear before the committee.
Travel time does not count as a part of on-the-job training hours

Comments: