

APPRENTICE MONTHLY PROGRESS REPORT

Sheet Metal

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

FAX: (503) 598-0391
MAIL or DROP-OFF:
 Sheet Metal JATC
 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																															"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		
Fabrication & Assembly 2150																																				
Installation or Erection 3150																																				
Layout 900																																				
Miscellaneous 1000																																				
Total Hours																																				

Related Training Attendance

Mark date of classes attended with an "X "																																		
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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	

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: _____

