

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 AGC

DUE BY THE 10TH OF EACH MONTH
Keep a copy of each MPR for your records

Fax, mail, or deliver to:
Fax: **503-252-9560**

NWCC NORTHWEST COLLEGE
OF CONSTRUCTION
8111 NE Holman St
Portland, OR 97218

Questions? Call: **503-256-7300**

Oregon-Columbia Tile Trades JATC (Finishers)

MONTH _____ YEAR _____

Name: _____

Phone #: _____

Address: _____

Please call with new address or phone number

“A” Work processes as per standards	“B” prior month hrs	1	2	3	4	Keep track of time daily.																					Record to the closest ½ hour.											28	29	30	31	“C” Total hrs this month	“D” Total Hrs 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															
Grout & surface (600)																																											
Methods of cutting tile & polishing stone (300)																																											
Prep floors, walls, counters for mortar inst. crack mem., waterproof mem & cement board inst. (500)																																											
Mix mortars, expoxies, resins & adhesives (250)																																											
Handle & move materials from stockpile to inst. (200)																																											
Clean, treat, caulk & seal surfaces-all techniques (100)																																											
Use/maintain tools & equip. (50)																																											
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:

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