

APPRENTICE MONTHLY PROGRESS RECORD

Oregon-Columbia Laborers 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

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**

MONTH _____ YEAR _____

Name: _____

Phone #: _____

Address: _____

☐

Check box if new address or phone number

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

“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															
General Skills (600)																																											
Tools, Equip. & Mat. (600)																																											
Safety (400)																																											
Environmental Remediation (800)																																											
Building Const. (800)																																											
Heavy/Hwy Const. (800)																																											
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:

