

APPRENTICE MONTHLY PROGRESS RECORD

LANE-DOUGLAS COUNTIES CARPENTERS 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

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
 Or toll-free 1-800-309-1442

MONTH _____ YEAR _____

Name: _____

Phone #: _____

Address: _____

*Please call or write the apprenticeship office to report
 change of address or phone number*

“A” Work processes as per standards	“B” Hours from prior month	1	2	3	Keep track of time daily. Record to the closest ½ hour.																															“C” Total hours this month	“D” Total hours to date
					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								
Form building (1450)																																					
Rough framing & outside finishing (2500)																																					
Inside finishing, acoustical, finish hardware, clean room (1600)																																					
Layout (750)																																					
Other work processes (1700)																																					
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 3 = Fair
 2 = Average 4 = Unsatisfactory

Interest toward work....._____

Compatibility....._____

Attitude (general)....._____

Adaptability....._____

Quantity of work....._____

Quality of work....._____

Safety Practices....._____

Immediate supervisor comments:

