APPRENTICESHIP MONTHLY WORK PROGRESS REPORT

NAME AND ADDRESS OF APPRENTICE (Please Print)  AGREEMENT NO.  OCCUPATION  MONTH  YEAR

APPRENTICE OR TRAINEE: Enter the work processes from the Standards of your occupation in column “A”. Enter the total hours for each work process from the previous Monthly Work Progress Report in column “B”. Enter daily, to the nearest hour time spent on each work process. Add the hours from column “B” plus Daily Record and enter total in column “C”. At end of each month, send the completed form to the Apprenticeship Office at Linn-Benton Community College. Keep a copy of your Monthly Work Progress Report for the next month entry. Sign the form in the lower right corner.

<table>
<thead>
<tr>
<th>A</th>
<th>List work processes as per standards</th>
<th>B</th>
<th>Hours brought forward</th>
<th>C</th>
<th>Total hours to date</th>
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</thead>
<tbody>
<tr>
<td>A. Limited energy installations 3,000 hrs</td>
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<td>B. Limited energy applications 3,000 hrs</td>
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<tr>
<td>1. Protective signaling (minimum 750 hours)</td>
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<tr>
<td>2. Communication systems</td>
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<tr>
<td>3. Specialized control systems</td>
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</table>

Each day list the number of hours worked on each work process. Keep your record to the closest hour.

Total Hours to Date: Add figures in column “C” (Lines A - C2 only)

Name of Firm Employing You  Address of Firm  City  Zip  Wage Per Hour or Month  Period of Training

APPRENTICE: I certify that the information is correctly stated above. Signature:

EMPLOYER: Please verify time spent in work processes that have been performed by apprentice. Signature:

Mail or Fax Form to: Apprenticeship Office
Linn-Benton Community College
6500 Pacific Blvd. SW
Albany, OR 97321
FAX: 541-917-4605

Due by the 15th day of the following month (two or more late reports in any 6 month period will result in a “HOLD”)

Recommendation for Advancement

YES NO

Reason for No Advancement

I am currently enrolled in the following related training course:
Course Title:
Instructor:
School:

I certify that the information is correctly stated above.

Signature:

I certify that the information is correctly stated above.

Signature:
WORK PROCESSES AND APPROXIMATE HOURS

The work processes to be learned and the minimum hours required for each are:

a. Limited energy installations, including: 3,000 hours
   1. Stock room and materials (shop, service)
   2. Limited energy wiring (installation, wire pulling, splices, conduit, flex, tray and duct, control panels and controls, wiring devices, removal and finish work)
   3. Troubleshooting and maintenance
   4. Outdoor installation (overhead, underground)

b. Troubleshooting & maintenance 3,000 hours
   1. Protective signaling (minimum 750 hours)
      (includes: fire alarm, nurse call, security)
   2. Communication systems
      (includes: data telecommunication, intercom, paging)
   3. Specialized control systems
      (includes: HVAC, medical, boiler, clock, instrumentation)

6,000 hours