### APPRENTICESHIP MONTHLY WORK PROGRESS REPORT

**COMMITTEE:**

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**NAME AND ADDRESS OF APPRENTICE (Please Print)**

**AGREEMENT NO.**

**OCCUPATION**

Limited Energy Technician

Class B

**MONTH**

**YEAR**

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**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>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>List work processes as per standards</td>
<td>Each day list the number of hours worked on each work process. Keep your record to the closest hour.</td>
<td>Hours brought forward to date</td>
</tr>
<tr>
<td>A. Limited energy installations 1,750 hrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Troubleshooting &amp; maintenance 250 hrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Occupation-specific applications 2,000 hrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Communications systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Specialized control systems</td>
<td></td>
<td></td>
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</tbody>
</table>

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

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**Related Training/Other**

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**Mail or Fax Form to:**

Apprenticeship Office

Linn-Benton Community College

6500 Pacific Blvd. SW

Albany, OR 97321

FAX: 541-917-4605

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Due by the 15th day of the following month.

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I am currently enrolled in the following related training course:

**Course Title:**

__________________________

**Instructor:**

__________________________

**School:**

__________________________

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

**Signature:**

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

**Signature:**

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(two or more late reports in any 6 month period will result in a "HOLD")

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Committee evaluation:

**Recommendation for Advancement:**

**YES**

**NO**

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**Reason for No Advancement:**

__________________________

__________________________

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Name of Firm Employing You

Address of Firm

City

Zip

Wage Per Hour

Period of Training

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

a. Limited energy installations, including: cables & supports, wire pulling, splices, conduit, flex tray & duct, control panels & controls, wiring devices, removal & finish work, stock room & materials, overhead & underground  1,750 hours

b. Troubleshooting & maintenance  250 hours

c. Occupation-specific applications, including:  2,000 hours
   1) Communications systems, including data telecommunication, intercom, paging
   2) Specialized control systems, including HVAC, medical, boiler, clock, instrumentation

4,000 hours