

# Area III HVAC Apprentice Monthly Progress Report

Enter the total hours from the previous Monthly Progress Record in Column "B". Enter daily to the nearest hour time spent on each work process. Add the hours from Column "B" plus the hours from your Daily Record and enter the total in Column "C". Keep a copy of each MPR for your next month's entry.

EMAIL TO:  
nwapprenticeship@gmail.com  
MAIL TO:  
NW Apprenticeship  
3760 Market St NE PMB 227  
Salem, OR 97301  
Phone: (541) 279-1543  
Fax: 503-371-7668

Name: \_\_\_\_\_ Agreement # \_\_\_\_\_

Address: \_\_\_\_\_

Wage per hour: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

A List work processes as per standards	B Hours Brought Forward	DAILY RECORD																														C Total Hours Daily	
		Each day record the number of hours worked on each work process. Keep your records to the closest hour.																															
		1	2	3	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	29	30	31	
Installations 1,750 hours																																	
Troubleshooting 250 hours																																	
Basic Electricity 300 hours																																	
Installation & Service 400 hours																																	
Elec/Pneu Control 1,000 hours																																	
Basic Refrigeration 1,200 hours																																	
Miscellaneous 1,100 hours																																	
Occupation Specific: Communications Systems, Specialized Control Systems 2,000 hours																																	
<b>Total Hours</b> <b>8,000 hours</b>																																	
<b>Class Hours</b> <b>576 hours</b>																																	

Instructor's Comments: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

NAME OF FIRM/EMPLOYER: \_\_\_\_\_

EMPLOYER PHONE #: \_\_\_\_\_

APPRENTICE PHONE #: \_\_\_\_\_

APPRENTICE EMAIL ADDRESS: \_\_\_\_\_

APPRENTICE: I certify that the above information is correct.

EMPLOYER: Please answer the following questions:

	Yes	No
Is the apprentice punctual?		
Is he/she willing to learn?		
Does he/she show initiative?		
Is his/her quality of work good?		
Does he/she follow established safety practices?		
Would you recommend him/her for rerating?		

IMMEDIATE SUPERVISOR COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Apprentice Signature \_\_\_\_\_ Date \_\_\_\_\_

Immediate Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_