

NORTHERN WI HEAT & FROST INSULATORS' APPRENTICE MONTHLY WORK RECORD

Name _____
 Street _____
 City _____ State _____
 ZIP _____ Email _____

Month/Year _____
 Contract Date _____ Appr Year _____
 Phone () _____ Cell () _____
 Employer(s) _____

Day of Month	Pipe Covering				Equipment			Duct Covering		Miscellaneous			Paid Related Instruction Attended	Total	Unpaid Related Instruction Attended*
	Plumb	Heat	Cold or Refrig	Process Piping	Hot	Cold or Refrig	Misc	Blanket	Rigid	Material Handling	Handling, Erecting, Scaffolding	Safety, Jobsite Orientation			
1															
2															
3															
4															
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27															
28															
29															
30															
31															
Month Total															

Supervisor's Signature _____

Apprentice's Signature _____

Written Comments by Apprentice: _____

** School Attendance: Monday through Thursday (40 hours) is PAID RELATED INSTRUCTION (PRI), which is counted toward your OJT (On-the-Job Training) hours. Friday is UNPAID RELATED INSTRUCTION (URI). These 10 hours are NOT counted toward your OJT hours, but is tracked by the Apprenticeship Office. Per your contract, you need a specific number of PRI and URI in order to complete your apprenticeship. Do NOT include URI hours in your total for the month.*

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Record your experience at the end of each workday. The website for entering your hours online is: www.apprenticeworkrecord.com. If you have any questions, please call (920) 734-3148.

Work records must be submitted online no later than the 12th of the following month. Failure to enter hours online by the 12th will result in points being added to your Self-Elimination Point System record. Your complete cooperation with the Apprenticeship Committee in entering your hours promptly, every month, is required.

All the hours you are compensated for should be entered in one of the Classifications Listed on the other side. **Indicate days spent on vacation, sick leave, lay off, etc.**

These reports form a permanent record of your apprenticeship training and assist the Committee in safeguarding your rights and opportunities to receive well-rounded experience in the trade.