

# APPLETON AREA STEAMFITTER JAC APPRENTICE MONTHLY WORK RECORD

Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 ZIP \_\_\_\_\_ Email \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Month/Year \_\_\_\_\_  
 Contract Date \_\_\_\_\_  
 Present Employer \_\_\_\_\_  
 Type of Apprenticeship (check one):  Const  Serv

	1	2	3	4	5	6	7	8	9	Total	NS
1											
2											
3											
4											
5											
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7											
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27											
28											
29											
30											
31											
Month Total											

Supervisor's Signature \_\_\_\_\_

Apprentice's Signature \_\_\_\_\_

**Supervisor Evaluation: Please complete ALL evaluation boxes.**  
 Each box in the supervisor evaluation section must contain a rating of A, B, C, D, or F based on the individual's time in the trade and training.

ATTITUDE      
 DEPENDABILITY      
 QUALITY OF WORK      
 APPEARANCE TO CUSTOMER      
 CARE OF TOOLS      
 SAFETY

Supervisor/Apprentice Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## APPLETON AREA STEAMFITTER JAC APPRENTICE MONTHLY WORK RECORD

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

**Work records must be submitted online no later than the 15<sup>th</sup> of the following month. Failure to enter hours online by the 15<sup>th</sup> will result in an additional 20 hours of night school added to your requirements.** Your complete cooperation with the Apprenticeship Committee in entering your hours promptly, every month, is required.

All hours you are compensated for should be entered in one of the nine (9) classifications listed below. For more specific detail of the following work categories, please refer to the trade information on your Apprenticeship Contract. For days spent on vacation, sick leave, etc., so indicate.

1. **PAID RELATED INSTRUCTION (Day School)**
2. **SYSTEMS PIPING INSTALLATIONS**
3. **WELDING**
4. **MECHANICAL SKILLS**
5. **EQUIPMENT INSTALLATION**
6. **INSTALL/STARTUP SYSTEMS & EQUIPMENT**
7. **TROUBLESHOOT/SERVICE SYSTEMS & EQUIP**
8. **INSTALL/TROUBLESHOOT SERVICE CONTROLS**
9. **MISCELLANEOUS\***

**TOTAL**

NS **NIGHT SCHOOL (Unpaid Related)**

\* Please explain all "Miscellaneous" hours in the Comments section.

Your hourly reports are 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 you selected.