

EAST CENTRAL WI STEAMFITTER 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											
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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: _____

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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 15th of the following month. Failure to enter hours online by the 15th 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.