

APPRENTICE WORK PROGRESS RECORD

Production Technician

Name: _____

Employer: _____

Year: _____

Employer Signature: _____

WORK CODES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
P-1 (500 Hours) Production Machining Basics												
P-2 (250 Hours) Production Set-up & Operations												
P-3 (250 Hours) Materials Processing, Parts Finishing, Deburr												
P-4 (1000 Hours) Inspection, Assembly, Customer Service, Benchwork												
Total Hours												
Wage Rate	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Apprentice Initials												
Employer Initials												

Apprentice shall submit monthly work progress hours by the fifteenth (15th) day of the following month. **Apprentices may not count more than 184 hours per month toward the required hours for the completion.** Overtime, Sick Leave, and Paid Time Off do not count towards completion of the apprenticeship.

Name of Program: AJAC Production Apprenticeship Committee (#1828) – Production Technician

APPRENTICE WORK PROGRESS RECORD

Production Technician

Instructions for Apprentice Work Progress Record

This is the permanent record of your apprenticeship. Make the entries in ink and have your supervisor sign each month's report. **The original should be kept for your records and the monthly total hours recorded electronically through the AJAC Apprentice Tracking System (ATS): <http://ats.ajactraining.org>.**

We recommend that you start a binder to keep these hard copy record sheets. The worksheet is the work record for one year. Each column represents one month. Mark the number of hours worked on each month on the row that lists the skill from the apprenticeship standards. Total the hours you worked each month on each row and record that number in the row titled "Total Hours". Report the total in the ATS.

The hours from your work progress record are due at AJAC by the 15th of the month following the month you just completed (i.e. hours worked in January are due by February 15th). Failure to report hours by the 15th of the month may result in loss of hours and other disciplinary action. **Apprentices may not count more than 184 straight hours per month toward the required hours for completion.**