

APPRENTICE WORK PROGRESS RECORD

Precision Metal Fabricator

Name: _____

Employer: _____

Year: _____

Employer Signature: _____

WORK CODES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
PMF-1 (100 hrs)												
PMF-2 (1100 hrs)												
PMF-3 (800 hrs)												
PMF-4 (500 hrs)												
PMF-5 (500 hrs)												
PMF-6 (200 hrs)												
PMF-7 (400 hrs)												
PMF-8 (200 hrs)												
PMF-9 (200 hrs)												
Totals 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) – Precision Metal Fabricator

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.**

Work Processes:

PMF – 1: Bench Work: Deburring and finishing, sanding, grinding, assembly

PMF – 2: Sheet Metal Shop Basics: Welding, soldering and brazing, layout, safety, shear, hand tools, drill press, saws, hardware insertion, tooling, shop math and measuring, machine maintenance

PMF – 3: CNC Setup & Operations: Setup, operations, troubleshooting, maintenance

PMF – 4: Punch Press: Setup, operations, troubleshooting, maintenance

PMF – 5: Press Brake: Setup, operations, troubleshooting, maintenance

PMF – 6: Lasers & Cutting Technology: Setup, operations, troubleshooting, maintenance

PMF – 7: Inspection: Print reading, GD&T, Inspection tool identification, care and use

PMF – 8: Materials & Properties of Bending Metal: metallurgy

PMF – 9: CAD/CAM: troubleshooting and use