

APPRENTICE WORK PROGRESS RECORD

Tool and Die Maker

NAME: _____
 MONTH: _____
 EMPLOYER: _____

APPRENTICE ID NUMBER: _____
 YEAR: _____

WORK CODES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Hours This Month
TD-1																																
TD-2																																
TD-3																																
TD-4																																
TD-5																																
TD-6																																
TD-7																																
TD-8																																
TD-9																																
TD-10																																
TD-11																																
TD-12																																

NAME OF PROGRAM: Aerospace Apprenticeship (AJAC) #1828

WAGE RATE: _____

SUPERVISOR: _____ APPRENTICE: _____

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 month. Each column represents one day. Mark the number of hours worked on each day on the row that lists the skill from the apprenticeship standards. Total the hours you worked each day on each row and record that number in the column titled "Hours this month". Report the total in the ATS.

The hours from your work progress record is due to the program specialist 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 will result in

TD-1: Bench Work

TD-2: Milling Machine

TD-3: Engine Lathe

TD-4: Grinder (surface, tool)

TD-5: Heat Treating

TD-6: EDM Operation

TD-7: Tool Layout and Design

TD-8: CNC Programming and Operation

TD-9: Jig Borer and Grinder

TD-10: Drilling Machines

TD-11: Shop Maintenance and Review

TD-12: Tool Steel Welding