

APPRENTICESHIP MONTHLY WORK PROGRESS REPORT

Mid-Willamette Industrial Trades Apprenticeship & Training Committee

NAME AND ADDRESS OF APPRENTICE (Please Print)										AGREEMENT NO.					OCCUPATION Industrial Pipefitter					MONTH					YEAR																
APPRENTICE OR TRAINEE: Enter the work processes from the Standards of your occupation in column "A". Enter the total hours for each work process from the previous Monthly Work Progress Report in column "B". Enter daily, to the nearest hour time spent on each work process. Add the hours from column "B" plus Daily Record and enter total in column "C". At end of each month, send the completed form to the Apprenticeship Office at Linn-Benton Community College. Keep a copy of your Monthly Work Progress Report for the next month entry. Sign the form in the lower right corner.																																									
A		B	Each day list the number of hours worked on each work process. Keep your record to the closest hour.																																C						
List work processes as per standards		Hours brought forward	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	Total hours to date							
A. Process Piping 5,650 hours																																									
1. Systems																																									
2. Controls																																									
3. Industrial																																									
4. Power Plant																																									
5. Boilers - High/Low Pressure																																									
6. Steam & Hot Water Heat																																									
7. Temperature & Pressure Control																																									
B. Joining of Piping 2,350 hours																																									
1. Method & Techniques																																									
2. Threading, Welding, Electric, Acetylene, & Soldering																																									
3. Specialty - Poly Prop/Poly Welding																																									
4. Air Conditioning & Refrig. (High/Low)																																									
5. Hydraulics																																									
RELATED TRAINING/OTHER																																									
Total Hours to Date:		Add figures in column "C" (Lines A - B5 only)																																							
Name of Firm Employing You		Address of Firm										City										Zip										Wage Per Hour or Month					Period of Training				

APPRENTICE: I certify that the information is correctly stated above.

Signature: _____

EMPLOYER: Please verify time spent in work processes that have been performed by apprentice.

Signature: _____

I am currently enrolled in the following related training course:

Course Title: _____
 Instructor: _____
 School: _____

Employer: Please make your evaluation for committee consideration.

Recommendation for Advancement ☐ YES ☐ NO

Reason for No Advancement _____

Mail or Fax Form to:

Apprenticeship Office
 Linn-Benton Community College
 6500 Pacific Blvd. SW
 Albany, OR 97321
 FAX: 541-917-4605

*Due by the 15th day of the following month
 (two or more late reports in any 6 month period will result in a "HOLD")*

WORK PROCESSES AND APPROXIMATE HOURS

The work processes to be learned and the approximate hours required for each are:

a. Process Piping	5,650 hours
1. Systems	
2. Controls	
3. Industrial	
4. Power Plant	
5. Boilers - High/Low Pressure	
6. Steam and Hot Water Heat	
7. Temperature and Pressure Control	
b. Joining of Piping	2,350 hours
1. Methods and Techniques	
2. Threading, Welding, Electric, Acetylene and Soldering	
3. Specialty - Polly Prop/Polly Welding	
4. Air Conditioning and Refrigeration (High & Low Pressure)	
5. Hydraulics	
Total	8,000 hours

The Committee realizes that the completion of 8,000 hours on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in each and every work process as set forth in the standards.