

WORK PROCESS REPORTING FORM



Please use this form to report your OJT Work Process Hours from the prior month. You should use the Apprentice Daily Record for future reports and submit them by the 10th of each month for the prior month (WBFAA UATC Apprentice Handbook; Policy A-3).

Apprentice Name: _____

Employer: _____

Month & Year Reporting: _____

Please report all on the job work experience in the categories below:

<u>WORK PROCESS</u>	<u>TOTAL HOURS</u>
Pre-Wire	_____
Install Finish	_____
Programming	_____
Job-Site Meeting	_____
Demolition/Removal of Existing System	_____
Installing Conduit	_____
Job-Site Paperwork and Plans	_____
Inspection and Testing	_____
Troubleshooting the Fire Alarm System	_____
Provide Service/Maintenance to System	_____
TOTAL HOURS*	_____

*Total hours reported should be approximately 160 hours per month. If your reporting hours for the month are **less than 140**, please state the reason (i.e. vacation, illness, no work, etc.):

SIGNATURE OF SUPERVISOR _____

SIGNATURE OF APPRENTICE _____

****PLEASE DO NOT SEND UNTIL BOTH SIGNATURES ARE PROVIDED****

E-MAIL COMPLETED AND SIGNED FORM TO: INFO@WBFAA.NET

You can also Fax to 800-809-0281

Employer please fill out the attached Evaluation form for the Apprentice

APPRENTICE MONTHLY EVALUATION

Date:

Apprentice Name:

Points Allowed:	0	1	2	3	5	6	Points Awarded
	Poor	Below Average	Average	Fair	Good	Excellent	

1. Sincerity of interest:
2. Attitude toward work:
3. Attitude toward related instruction:
4. Ability to work under supervision:
5. Understanding of responsibilities as an apprentice:
6. Understanding of trade:

Interviewers Total:

Total Rating Points Earned:

Signature of Interviewer: _____

Date: _____