Due by the 20th of the following month
(i.e. turn in July's work process record by August 20th)

APPRENTICE MONTHLY PROGRESS RECORD

Craft: _____

(Official use only)
Date reviewed by UTC Representative: _____
Intialed by UTC Representative: _____

*Name:		Apprentice Lvl:		Instructor Comments:
*Month:		Employer:		
*Year:				*Instructor Signature:

Enter the total hours from the previous month in Column B, Enter daily, time spent in each work process; total the hours across and enter in column C. Add columns B & C for total OJT in Column D

Keep a copy for your records, give your employer a copy and submit orginal to AGC Apprenticeship Director by the 20th, of each month.

A	*B*	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	*C*	*D*
Work Process	Hours Forward																																Month	Total
* Journeyman initials each day																																		
* Class hours attended																																		

* Journeyman please check one of the following	Poor	Satisfactory	Good	Excellent
Punctuality				
Safe Work Practices				
Quality				
Quantity				
Comments:				

Return To:

AGC NEW MEXICO
C/O APPRENTICESHIP DIRECTOR
1615 University Blve NE
Albuquerque, NM 87102

Phone: 505-842-1462
Fax: 505-842-1980
email: ramora@agc-nm.org

Please note that it is the apprentice's responsibility to call and confirm with AGC NM that the work process log has been received.

I certify that the above inforamtion is correct:

***Required entries for processing**

_____ *Journeyman - Jobsite #1

_____ *Journeyman - Jobsite #3

_____ *Journeyman - Jobsite #2

_____ *Journeyman - Jobsite #4

Journeyman Signatures

_____ Supervisor / Foreman (Print)

_____ Supervisor / Foreman (Signature)

_____ ***Apprentice Signature***