

APPRENTICE MONTHLY PROGRESS REPORT

HVAC

Column "A" - Work Processes Hours	=	Total Number of Work Processes Hours Needed
Column "B" - Last Month's Hours	=	Total From Column "D" of Last Month's MPR
Column "C" - Total Hours This Month	=	Total Number of Hours Worked This Month
Column "D" - Total Hours To Date	=	Last Month's Hours + This Month's Hours

PLEASE ROUND OFF TO THE NEAREST HOUR

FAX: (503) 598-0391
MAIL or DROP-OFF:
 HVAC
 8625 Cascade Ave. Ste 100
 Beaverton, OR 97008

Check box for address change

Name: _____

Address: _____

MONTH: _____ **YEAR:** _____

"A" Work Processes Hours	"B" Last Month's Hours																															"C" Total Hours This Month	"D" Total Hours to Date				
		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			
Install & Service 2000																																					
Duct Design & Air Flow 1000																																					
Basic Refrigeration 500																																					
Piping, Brazing & Soldering 500																																					
Limited Energy Technician Class B License Requirements: 4000 hrs Total																																					
Installation - Install/wire pull Splices/ Control Panels/ Conduit Flex Tray Duct/ Control Wiring Device/ Stock Room & Materials/ Overhead & underground 1750 hrs.																																					
Troubleshooting & maintenance 250 hrs.																																					
Communication systems - Data Telecommunication Intercom/Paging																																					
Specialized Control systems - HVAC/ Medical/ Boiler/Clock/ Instrumentation 2000 hrs																																					
Total Hours																																					
Schooling																																					
Class Attendance																																					

INSTRUCTOR'S SIGNATURE: _____

NAME OF CLASS: _____

Date Stamp

REQUIRED SIGNATURES:	
APPRENTICE: I certify that the above information is correct.	EMPLOYER'S SIGNATURE: _____
APPRENTICE SIGNATURE: _____	COMPANY NAME: _____
Please notify the Apprenticeship Department of any employment changes	

Monthly Progress Reports are due by the 10th of every month or they are late.
 Apprentices turning in late MPRs will be cited to appear before the committee.
 Travel time does not count as a part of on-the-job training hours

Comments: _____

