APPRENTICE RECORD OF HOURS

TRAINING PERIOD _____ @ _____% FOR _____ HOURS

The apprentice is responsible for recording hours of work and ensuring the employer/trainer/ sponsor signs off on the hours each month. The apprentice must inform the employer/sponsor of the transition to the next level as indicated on the contract of apprenticeship. This record of hours must be KEPT UO TO DATE AND PRESENTED TO THE TRAINING CONSULTANT along with other required documents at the time of transfer or completion.

Basic = 320 HOURS
Intermediate = 320 HOURS
Advance = 320 HOURS

DATE: _____ TO _____

MONTH	WK 1	WK 2	WK 3	WK 4	WK 5	TOTAL	CUM	EMPLOYER SIGNATURE