

Worksite Training Forms

To be completed monthly by each Apprentice

1. Apprentice should print their name, month, year and last four digits of their Social Security number on the top of the form.
2. Column headings A – X refer to the individual work processes. A further definition of these work processes and approximate hours of training can be found in “Appendix A” of the New York State Department of Labor provided in the Orientation Kit given to each apprentice entering the Apprentice Training Program.
3. Days of the Month (lines 1 – 31): Enter the hours of worksite training or job experience under the appropriate category for each day worked. The hours of the day may be divided among several work process categories. At the end of the day, add the day's entries and post the total on the right side under “hours”.
4. Monthly Total Line: Add each column of hours worked during the month for each of the Work Processes categories.
5. At the end of the month have your Supervisor sign and print his name at the bottom of the form.
6. Submit the form monthly to the Apprentice Department of the Joint Industry Board. Each apprentice should retain a copy of the submitted forms for their records.

These monthly forms must be submitted by each apprentice in order to progress in the Apprentice Training Program.

Blank forms can be obtained at the Apprentice Department of the Joint Industry Board, on the JIB website (www.jibei.org), or reproduced by the apprentice.

Name: FIRST NAME / LAST NAME

Month: MONTH REPORTING 2017

SS# XXX-XX-

DAY	A Project Layout & Planning (200 hrs)	B Underground Installation (300 hrs)	C Thinwall Conduit Sys (1,000 hrs)	D Rigid Conduit Sys (750 hrs)	E Install Services, Switchbds & Panels (500 hrs)	F Floor Duct Install (200 hrs)	G Motor Control Center Install (100 hrs)	H Install, Splice & Terminate Wires & Cables (1,200 hrs)	I Cable Tray Installation (400 hrs)	J Lighting System Installation (1,050 hrs)	K Test Troubleshoot Motors, Feeders & Br Ckts (150 hrs)	L Fire Alarm and Security Sys Install (400 hrs Optional)	M Motor Installation (400 hrs)	N Control System Install (200 hrs)	O PLC Install & Programming (100 hrs)	P Instrumentation & Process Control Install (200 hrs Opt)	Q Sound & Communication Sys Install (150 hrs)	R Transformer Install & Termination (100 hrs)	S Fiber Optic / Tele-Data install (650 hrs)	T Welding and Brazing. Mech Fastening (100 hrs)	U Service & Troubleshooting (200 hrs)	V Material Handling and Pre- Fab (150 hrs)	W Safety Awareness (200 hrs)	X Green Skills (300 hrs Optional)	Hours	
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2																										
3																										
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29			7																							7
30																										
31																										
MONTHLY TOTALS			131									16														147

TOTALS
TO THE
RIGHT
OF THE
SHEET

Supervisor: SUPERVISOR'S SIGNATURE

Print Name: SUPERVISOR'S PRINTED NAME

TOTALS ON THE BOTTOM OF SHEET