

**Generic Sample MPR - Work processes in column 'A' may differ.**

**APPRENTICE MONTHLY WORK PROGRESS REPORT**

This report is basic evidence (ART. 16 - Standards) of your participation in the apprenticeship program. Careful completion each month is essential (ART 11) to maintain registration and progress from each step to the next. All parts of this report must be complete. Total all O.J.T. and related training hours and obtain required signatures.

PCC Trades & Industry Department  
 Cascade Campus, TEB 103  
 705 N. Killingsworth, Portland OR 97217

**January**  
**MONTH**  
 (File by the 10th of next month)

NAME: **Apprentice's Name**  
 ADDRESS: **Street Address**  
**City, State & Zip Code**

Add Rows 'B' + 1-31  
 Across, enter sum in 'C'  
 & then Add Each Column  
 Down, enter sum in Total  
 Hours

Total each line for Column 'C' totals

Col 'A' work processes as per standards: Col. 'B' - hours brought forward: Col. 'C' total hours to date.

"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"
MOTOR-GENS 2000 HRS	154	2									3		4			1																2	168
MOTOR-GENS 1000 HRS	89	1				1			1		1												1	1						1		96	
CONTROLS 2000 HRS	123									4	1															8						136	
TRBLESHTNG 1000 HRS	94	1		4		1			1		1		3			1									1	1					108		
POWER DIST 2000 HRS	76	1		4		1					1					9							1			2			1	8	105		
Substitutes per standards up to 1000 hours																																	
WLDRS-WELD'G 100 Hrs	32												1				8	V	V					1	1				1		44		
ELEC FURNACE 200 Hrs	46		8														S	A	A				2								56		
RECTIFIERS 100 HRS	21											2					I	C	C					1	1						25		
RECTIFIERS 100 HRS	19	1				1			1		1		1				C	A	A												24		
RECTIFIERS 100 HRS	61			2							2	2					K	T	T										1				
RECTIFIERS 100 HRS	22				3														I	I			2						2		29		
RECTIFIERS 100 HRS	54	1							1	1		2							O	O			1	1	1						62		
TOTAL HRS	791	7	8	8	2	7			5	5	10	6	9			11		8	N	N			7	3	6	3	9		6	2	8	921	
ENTER CLASS HRS >>>	36	3	4						3							3							3						3		55		

Carry over Column 'C' totals from last months MPR Column 'C'

Carry all Column 'C' totals to your next months MPR Column 'B'

Add elective hours to class hours if taking an elective

Leave weekends blank except for hours worked

Carry over Class Hrs Total even if you aren't currently taking classes

SE & LME: Enter the Core Class Taken/Course Title (Note: Your box will look diferent)

**Complete Employer Name**  
**Complete Employer Street Address**  
**Employer City, State & Zip Code**

**Signing Supervisors Evaluation**

Supervisor: Please circle Yes (Y) or No (N) to the following:

Is the apprentice punctual?	Y	N
Is the apprentice willing to learn?	Y	N
Does the apprentice show initiative?	Y	N
Is the apprentice's quality of work good?	Y	N
Does the apprentice follow standard safety practices?	Y	N
Is the apprentice recommended for re-rate?	Y	N

Comment: **Signing supervisors comments**

Signature: **Signing supervisors signature**

MPE: Circle the core class ie. 1st Year 2nd Term

**Core Class:** (circle year and term) **Or Core Class Taken/Course Title:**  
 (1st yr - 1 (2) 3) (2nd yr - 1 2 3) (3rd yr - 1 2 3) (4th yr - 1 2 3)

**Instructor comments:** **Instructor Comments Here**

**Instructor Signature:** **Required Signature**

**Elective course title:** **4 Hour First Aid & CPR Course**

Reminder: Elective is required and must be taken each calendar year **Elective Hrs:** \_

**Instructor comment:** **Elective Instructor Comments Here**

**Instructor Signature:** **Required Signature if you are taking an elective class**

**Apprentice Signature:** **Sign Here**

If taking an elective enter the approved elective title to receive credit

SE & LME: You are required to enter Elective Course Hours (Note: Your box will look different)

Don't forget BOLI assigned agreement #

Please notify Trades & Industry Department @ PCC of any changes or errors on this form. **Contact Info: Voice: 503-978-5651 Fax: 503-978-5656** **Date MPR Completed** **Agreement Number:** \_\_\_\_\_

Generic Sample: Your MPR may look slightly different depending upon which apprenticeship you are in.