

## Apprentice Monthly Work Progress Report

*This form must be maintained and submitted to the Apprenticeship Office at the end of each month. Remove monthly sheet and mail to: SWLTAF JATC, PO Box 365, Springer, OK 73458.*

\_\_\_\_\_ LOCAL #

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

check this box if you have 0 hours to report

WORK PROCESSES	Enter Daily, the number of hours worked on each work process.																														Total Monthly Hours		
	Days of Month																																
Core Work Experience (General)	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		
Site/Project Preparation & Maintenance, Tools, Equipment & Materials, Safety																																	
<b>Areas of Concentration Experience (Specific)</b>																																	
Environmental Remediation																																	
Demolition and Deconstruction																																	
Pipeline																																	
Building Construction																																	
Heavy/Highway and Utility Construction																																	
<b>Total Daily Hours:</b>																																	

**APPRENTICE:** I certify that the above information is correct.

\_\_\_\_\_  
 Name of your most recent or current Employer

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\* See reverse side for description of Work Processes.

O-Hour KEY: W = Weekend | S = SICK | V = Vacation | H = Holiday | LO = Laid Off | T = Training

The Apprentice Monthly Work Progress Record (WPR) needs to be filled out each month and either submitted at the end of the month or the beginning of the following month (for example, send June's report at the beginning of July).

Send the Apprentice Monthly Work Progress Report to: Southwest Laborers' JATC, P.O. Box 365, Springer, OK 73458

If you have any questions with regards to these reports or your Apprenticeship, please call SWLTAF office (580) 653-2123, Brian Lackey at (580) 761-8829 or email us at: [apprenticeship@swltaf.org](mailto:apprenticeship@swltaf.org).

The following information is a brief description of the Work Process Schedule – Please refer to Appendix A – Construction Craft Laborer for a more complete outline and details of the Work Process Schedule.

The following general skills should be mastered by all Construction Craft Laborers.

#### CCL Core Work Experience Schedule (General Skills)

Minimum 2,000 Hours

- A. Site preparation, layout, cleanup and security (Site/Project Preparation & Maintenance)
- B. Use and understand basic blueprint symbols and views (Site/Project Preparation & Maintenance)
- C. Recognize, secure and maintain job site safety (Safety)
- D. Identify and work safely around environmental hazards (Safety)
- E. Erect, dismantle, maintain and work from scaffold or lifts (Site/Project Preparation & Maintenance)
- F. Operate and maintain hand and power tools (Tools, Equipment & Materials)
- G. Operate and maintain equipment as required by the job (Tools, Equipment & Materials)
- H. Identify, estimate, move, supply, stock, and store materials (Tools, Equipment & Materials)
- I. Use appropriate hand signals (Safety)

#### CCL Areas of Concentration Work Experience Schedule (Specific)

Minimum 2,000 Hours

In addition to completion of the 2000 hours of OJL Core Work Experience an apprentice must complete a minimum of 2000 hours of OJL in one (1) or more of the following CCL areas of concentrations: Masonry, Deconstruction/Demolition, Building Construction, Heavy/Highway and Utility Construction, Pipeline, Tunneling, Environmental Remediation, and Landscaping.

Please refer to the Appendix A for a description of activities that fall under specific areas of concentration.