

# PAINTERS APPRENTICE MONTHLY PROGRESS RECORD

(record due the 5th of each month)

Download blank MPRs from [www.paintertraining.org](http://www.paintertraining.org)

MAIL or FAX TO

DATE RECEIVED

OR/SW WA PAINTERS APPRENTICESHIP  
 13521 NE WHITAKER WAY  
 PORTLAND OR 97230  
 503-258-1767 (FAX)

Month Worked \_\_\_\_\_

Year \_\_\_\_\_

(Please Print)

Name \_\_\_\_\_

New Info?

(Area) Telephone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

ST \_\_\_\_\_

Zip \_\_\_\_\_

"A" LIST WORK PROCESSES AS PER STANDARDS	"B" HOURS BROUGHT FORWARD	Each day list the number of hours worked on each work process. Keep your records to closest hour.																														"B"+"C"					
		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" TOTAL HOURS THIS MONTH	"D" TOTAL HOURS TO DATE			
<b>1. SURFACE PREP</b>																																					
a. Masking																																					
b. Hand Tool																																					
c. Pressure Washing																																					
d. Abrasive Blasting																																					
<b>2. APPLICATION</b>																																					
a. Brushing																																					
b. Rolling																																					
c. Conventional Spray																																					
d. Airless Spray																																					
<b>3. DECORATING</b>																																					
a. Wood Finishing																																					
b. Wallcovering																																					
c. 54 inch Vinyl																																					
d. Decorative Finishing																																					
<b>4. MISCELLANEOUS</b>																																					
a. Rigging																																					
b. Waterproofing																																					
c. Special Coatings																																					
d. Clean Up																																					
<b>Total</b>																																					

Daily Totals (add down)

Must be equal

DAILY TOTALS (add across) \_\_\_\_\_

Enter the total hours from the previous Monthly Progress Record in Column "B." Enter daily, to the nearest hour, time spent on each work process. Enter this month's totals in Column "C." Add the hours from Column "B," plus Total Hours To Date in Column "D." Keep a copy of each MPR for your next month's entry.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Employer \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Check if new \_\_\_\_\_

(Add Daily Totals across)

## Western Oregon & SW Washington Painters JATC

### POLICY REMINDERS

**MONTHLY PROGRESS REPORTS:** These reports are due, one each month – *working or not working*, in the Apprentice Office by the 5<sup>th</sup> of each month. It is your responsibility to keep records pertaining to your employment, hours worked, and Related Training classes. Failure to submit the “Monthly Progress Report” is grounds for Committee action.

Mail your reports to: Painters Apprenticeship Office  
12687 NE Whitaker Way  
Portland OR 97230

**INCLEMENT WEATHER:** In the event that extreme or adverse weather occurs, listen for notification of class closures for Portland Community College (PCC) or Mt. Hood Community College (MHCC). If either of these colleges has cancelled classes due to the weather, the apprenticeship classes are also canceled. Some of the radio stations that will carry the announcement are:

AM STATIONS		FM STATIONS	
KXL	750	KTRD	910
KEX	1190	KKPZ	1330
		KINK	102
		KGON	92.3
		KUFO	100.3
		KUPL	98.7

**MANDATORY RELATED TRAINING ATTENDANCE POLICY:** Related Training means classroom studies. Every apprentice is required to attend class and the exact policy is set out in your personal copy of policies. A copy is always available for your review.

Sometimes an emergency may occur, such as:

- A death in the family – the apprentice must provide a copy of the obituary from the paper.
- A doctor’s written work release, for a prolonged period; a leave of absence may be required.
- A written notice from your employer, i.e., working out of town; you will be given make-up work on correspondence.

Call the Apprenticeship office immediately if an emergency occurs: 503-287-4856

### THE PROCESS FOR RERATES

Determining rerates is a four-step process. 1) You must meet the minimum **OJT hours** requirement; 2) the minimum **RT hours** (classes) requirement; 3) have a good **employer evaluation**; and 4) be approved by the **JATC**. Mid-month rerates are not allowed. All rerates are effective the first pay period of the month following approval by the JATC.

Here’s an example:

	January	February	March
<b>STEP 1</b> OJT Hours (on-the-job hours)	<b>Total OJT hours at end of December = 1,114 (1,000 or more needed)</b> Step 1-Rerate is due 📅		
<b>STEP 2</b> RT Hours (related training hours)	<b>Total class hours at end of December = 64 (but you needed 72)</b> Step 2-Rerate is NOT due 📅	<b>January class hours updated = now 84</b> Step 2-Rerate is due 📅	
<b>STEP 3</b> Employer evaluation		<b>Employer’s evaluation completed/received</b> Step 3-Rerate is due 📅	
<b>STEP 4</b> JATC Review and Approval		<b>Approved at JATC meeting and employer notified of increase</b> Step 4-Rerate is due 📅📅	<b>Increase starts on the first pay period of this month.</b>  <b>\$\$</b>

If there are any questions, please contact the Apprenticeship office at: 503-287-4856