

Month _____

Year _____

(Please Print)

DRYWALL FINISHERS APPRENTICE MONTHLY PROGRESS RECORD

(records due the 5th of each month)

Download blank MPRs from www.paintertraining.org

MAIL or FAX TO

DATE RECEIVED
by Training Center

DRYWALL FINISHERS APPRENTICESHIP
13521 NE WHITAKER WAY
PORTLAND OR 97230

Fax: 503-258-1767 or Email rtc@pattt.org
If you fax your report, we suggest you call
to verify our receipt.

Name _____ (Area) Telephone _____
 Address _____ City _____ State _____ 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 - DO NOT USE PARTIAL HOURS.																															"C" TOTAL HOURS THIS MONTH	"D" TOTAL HOURS TO DATE		
		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				
Taping - Hand																																				
Taping - Machine																																				
Install - Drywall Trim																																				
Finishing / Hand																																				
Finishing / machine																																				
Nail / Screw Spotting																																				
Sanding & Touch Up																																				
Texturing																																				
General Clean Up																																				
Total																																				
		Daily Totals (add down)																															These must be equal			
DAILY TOTALS (add across)																																				

(Add Daily Totals 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 This Month ("C") and enter Total Hours To Date in Column "D." Keep a copy of each MPR for your records and for next month's entry.

Signature _____ Date _____ Employer _____ Authorized Signature _____

Western Oregon & SW Washington Painters and Drywall Finishers JATC

POLICY REMINDERS

MONTHLY PROGRESS REPORTS: These reports are due, one each month – *working or not working*, in the Apprenticeship Office by the 5th 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 & Drywall Apprenticeship Office
13521 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	KINK	102.3
KEX	1190	KKPZ	1330	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
STEP 1 OJT Hours (on-the-job hours)	Total OJT hours at end of December = 1,114 (1,000 or more needed) Step 1-Rerate is due 📅		
STEP 2 RT Hours (related training hours)	Total class hours at end of December = 64 (but you needed 72) Step 2-Rerate is NOT due 📅	January class hours updated = now 84 Step 2-Rerate is due 📅	
STEP 3 Employer evaluation		Employer’s evaluation completed/received Step 3-Rerate is due 📅	
STEP 4 JATC Review and Approval		Approved at JATC meeting and employer notified of increase Step 4-Rerate is due 📅📅	Increase starts on the first pay period of this month. \$\$

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