

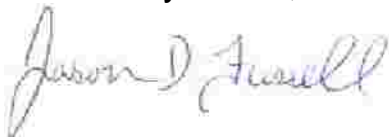
IMPORTANT!

Apprentices,

It is imperative that you observe the following guidelines when preparing your monthly progress reports. **Incomplete or misrepresented progress reports will not be recorded. Failure to turn in complete progress reports is cause for appearance before the Committee.**

1. Report **must be signed by your employer** unless you were laid off prior to the end of the month.
2. Always fill out your report completely – including name, current address, contact number(s), month being reported, contractor and **specific** dates of employment (e.g. 1/1 – 1/31) per contractor. **Make sure to indicate if you had a change of address / phone number.**
3. Progress reports are intended to be completed from the first day of the calendar month to the last day of the calendar month. **Do not** incorporate more than one month's hours in one progress report sheet.
4. Print legibly and submit originals. If you absolutely have to submit a copy, make sure that the print is clear.
5. Progress reports are due on the 15th of each month. It is your responsibility to fill them out completely and submit them on or before the 15th of the month. Failure to do so will result in your hours not being credited and your re-rates (wage and step increase) delayed, lengthening your apprenticeship time.

Fraternally Yours,



Jason Fussell
Apprenticeship Coordinator