IMPORTANT!
DO NOT IGNORE!

Dear Apprentice,

It is imperative that you observe the following guidelines when preparing your monthly progress reports. Incomplete or misrepresented progress reports will not be recorded and returned to you.

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 – 1/31/2014) per contractor. Make sure to indicate if you had a change of address / phone number.

3. Progress reports are intended for one calendar month. Do not incorporate more than one month’s hours in one progress report sheet.

4. Print legibly. Submit originals. If you absolutely have to submit a copy, make sure that the print is clear.

REMEMBER!!!
PROGRESS REPORTS ARE DUE ON THE 15TH OF EACH MONTH. IT IS YOUR RESPONSIBILITY TO FILL THEM OUT COMPLETELY AND SUBMIT THEM IN A TIMELY MANNER. FAILURE TO DO SO WILL RESULT IN YOUR HOURS NOT BEING CREDITED AND YOUR RE-RATES DELAYED, HENCE LENGTENING YOUR APPRENTICESHIP TIME.

Fraternally Yours,

Keith Kordenat
Apprenticeship Coordinator
KK/tv:12/13
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