

**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 15<sup>TH</sup> 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 LENGTHENING YOUR APPRENTICESHIP TIME.***

Fraternally Yours,



Keith Kordenat  
Apprenticeship Coordinator

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