

Apprenticeship Office  
**Millbury Training Center**  
 13 Holman Rd  
 Millbury MA 01527-2042  
 Phone: (508) 792-5443

New England Carpenters Training Fund  
 www.NECTF.org

Apprenticeship Office  
**Boston Training Center**  
 750 Dorchester Ave, Unit 2  
 Boston, MA 02125-1132  
 Phone: (617) 782-4314

## Apprentice Record of Daily Work Assignments

\_\_\_\_\_ **Apprentice Name** (printed legibly) **Local**

U - \_\_\_\_\_ - \_\_\_\_\_  
**UBC #** (printed legibly)

**CRAFT:** \_\_\_\_\_

Our apprenticeship program is approved by the Bureau of Apprenticeship and Training and we are required by law to keep records of the On-the-Job-Training (OJT) of each apprentice. To comply with the law, this report must be submitted promptly.

**Instructions:** Each apprentice shall give an accounting of his/her daily work assignments, employers and hours worked under the proper headings. **This report must be brought to your monthly union meeting and signed by an e-board member and then be returned to the Apprenticeship Office.**

- Your advancements are based on a minimum of 1,000 hours worked per year in addition to completion of your four weeks of training at the New England Carpenters Training Center.
- An accurate accounting of all hours worked is necessary. It is your responsibility to record and submit all hours of employment.
- You will **NOT RECEIVE** your advancement if all work reports are not turned in as required.
- This report **MUST** be submitted each month whether working or not.

<b>Apprentice Signature</b>

<b>Foreman Signature(s)</b>

<b>Foreman Rating / Comments:</b>
<i>E = Excellent G = Good F = Fair P = Poor</i>

<b>e-Board Member Signature</b>

Month:		Year:	
<b>Fill in the Appropriate blocks below</b>			
Day of Month	Employer	Work Assignment	Hours
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			
<b>Total Hours for the Month:</b>			