

## **Worksite Training Forms**

To be completed monthly by each Apprentice

1. Apprentice should print their name, month, year and last four digits of their Social Security number on the top of the form.
2. Column headings A – X refer to the individual work processes. A further definition of these work processes and approximate hours of training can be found in “Appendix A” of the New York State Department of Labor provided in the Orientation Kit given to each apprentice entering the Apprentice Training Program.
3. Days of the Month (lines 1 – 31): Enter the hours of worksite training or job experience under the appropriate category for each day worked. The hours of the day may be divided among several work process categories. At the end of the day, add the day's entries and post the total on the right side under “hours”.
4. Monthly Total Line: Add each column of hours worked during the month for each of the Work Processes categories.
5. At the end of the month have your Supervisor sign and print his name at the bottom of the form.
6. Submit the form monthly to the Apprentice Department of the Joint Industry Board. Each apprentice should retain a copy of the submitted forms for their records.

**These monthly forms must be submitted by each apprentice in order to progress in the Apprentice Training Program.**

**Blank forms can be obtained at the Apprentice Department of the Joint Industry Board, on the JIB website ([www.jibei.org](http://www.jibei.org)), or reproduced by the apprentice.**