



**North Atlantic States Carpenters Training Fund**  
[www.NASCTF.org](http://www.NASCTF.org)  
**Apprentice Record of Daily Work Assignments**

**Apprentice Name**

**Local**

**UBC#**

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 hours worked per year in addition to completion of your four weeks of training at the North Atlantic States 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.

**Work reports must be filled out completely & legibly to receive proper credit.**

<b>Apprentice Signature</b>

<b>Foreman Signature/Ratings/Comments</b>
E=Excellent G=Good F=Fair P=Poor

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

MONTH:		YEAR:	
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>			