

REGISTERED APPRENTICESHIP: Program Progress Tracking

The program sponsor for any apprenticeship program is required to keep records that document each apprentice's progress towards completion of their required on-the-job learning (Work Process).

BASIC PROCESS

1. Apprentice documents hours completed worked in each Work Process category
2. Apprentice mentor signs to validate hours documented
3. Signed documentation is kept on file with sponsor

SUGGESTED STRATEGIES

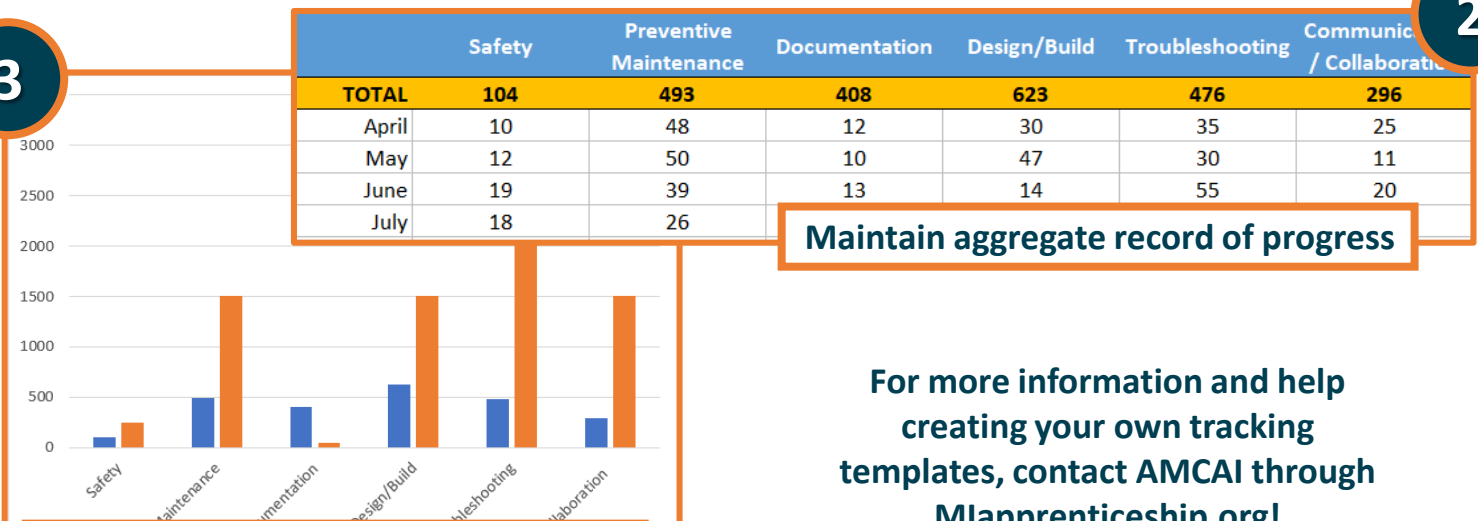
1. Apprentices document and their mentors validate hours on a weekly basis to maintain accuracy (see attached template)
2. Sponsor maintains an aggregate record of apprentice hours worked
3. Quarterly progress checks against Work Process to identify Work Process categories that are light or heavy in hours, adjust work assignments accordingly

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	Safety	Preventive Maintenance	Documentation	Design/Build	Troubleshooting	Communication / Collaboration	TOTAL
2-Jul	3	4	2	10	15	6	40
9-Jul	6	5	2	15	12	0	40
16-Jul	2	8	8	8	9	5	40
23-Jul	7	9	6	4	10	4	40
MONTH TOTALS							

Track hours weekly against Work Process categories

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Maintain aggregate record of progress

Check progress against requirements

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For more information and help creating your own tracking templates, contact AMCAI through [Mlapprenticeship.org!](http://Mlapprenticeship.org)