Sheet Metal Apprenticeship

Building Trades Monthly Progress Report

Need Forms ☐

Address Change ☐

Apprentice Pledge

I pledge to show up on time, with a positive attitude, willing to learn, ready to work hard and be an asset to the industry

Due on the 1st of the following month

Month ☐

Year ☐

Percent ☐

Day	A (Assembly & Fabrication)	B (Installation & Erection)	C (Layout)	D (Misc.)
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				
Monthly Totals				

Any hours below here requires a supervisor signature

Apprentice Name (print)

Apprentice Signature

Street Address

City State Zipcode

Phone

Apprentice Self Evaluation

Attendance	1	2	3	4	5	6	7	8	9	10
Aptitude	1	2	3	4	5	6	7	8	9	10
Initiative	1	2	3	4	5	6	7	8	9	10
Team Player	1	2	3	4	5	6	7	8	9	10

1=Poor 5=Average 10=Exceptional (circle)

Contractor/Employer

Supervisor Name (print) Phone Number

Supervisor Signature

Supervisor Evaluation

Attendance	1	2	3	4	5	6	7	8	9	10
Aptitude	1	2	3	4	5	6	7	8	9	10
Initiative	1	2	3	4	5	6	7	8	9	10
Team Player	1	2	3	4	5	6	7	8	9	10

1=Poor 5=Average 10=Exceptional (circle)

Supervisor Comments

Send to: 2379 NE 178th Ave Portland, OR 97230 Fax (503) 257-1302 or (800) 475-3206 reports@sheetmetal-16.org

Rerate Schedule

Period - %	Minimum Work Hours	Minimum School Hours
1st - 50%	0	0
2nd - 55%	800	96
3rd - 60%	1600	192
4th - 65%	2400	288
5th - 70%	3200	384
6th - 75%	4000	480
7th - 80%	4800	576
8th - 80%	5600	672
9th - 90%	6400	768
10th - 90%	7200	784
11th - Complete	8000	800

To Be Rerated the Following are Required

1) Monthly progress reports are to be: on time, accurate and complete
2) Received favorable evaluations by your supervisor
3) Have passing grades
4) Received a favorable evaluation by your instructor
5) Have the Minimum number of school and work hours
6) Have reached your 6 month control date

Class Schedules, Forms and Additional Information can be found on our webpage

www.sheetmetal-16.org

HVAC & Metals Institute- Portland
2379 NE 178th Ave
Portland, OR 97230
(503) 257-1022
(800) 475-3205
(503) 257-1302 Fax
(800) 475-3206 Fax

HVAC & Metals Institute- Eugene
4748 Franklin Blvd
Eugene, OR 97403
(541) 988-3339
(541) 988-2022 Fax

Local 16 Portland
2379 NE 178th Ave
Suite 16
Portland, OR 97230
(503) 254-0123
(503) 254-0157 Fax
www.smw16.org

Local 16 Eugene
4748 Franklin Blvd
Eugene, OR 97403
(541) 746-7626
(541) 746-7522 Fax
www.smw16.org

Employee Assistance Program	(800) 255-5255 or (503) 215-3561	
William C. Earhart	(503) 282-5581	
Oregon Employment Division	New claims call (800) 877-1781	Exsisting claims call (800) 436-6191
Oregon Employment Division Weekly Call Line	(503) 224-0405	
Washington Employment Division	(800) 362-4636	
Washington Employment Division Weekly Call Line	(800) 318-6022	

Staff - Portland branch:

Dennis Boyd	ext 225	dennis@sheetmetal-16.org
Walt Weitzel	ext 226	walt@sheetmetal-16.org
Connie DelRossi	ext 202	raiderfan@sheetmetal-16.org
Kevin Roth	ext 236	kevinr@sheetmetal-16.org
Dan Carroll	ext 237	danc@sheetmetal-16.org

Staff - Eugene branch:

John Tillotson	541-988-3339	john@sheetmetal-16.org