Sheet Metal Apprenticeship

Service Apprentice Monthly Progress Report **Due on the 1st of the following month**

SMACNA SMWIA

Need Forms ☐

Address change ☐

Month ☐

Year ☐

Percent ☐

Day	A Assembly & Fabrication- 2150	B Installation & Erection- 1800	C Layout- 1000	D Misc.- 1000	1 Stock Room/Shop- 100	2 Installation- 1600	3 Troubleshoot- 250	4 Outdoor- 50	5 HVAC Service- 1000	6 Basic Refrigeration- 300	7 Controls- 300	8 Basic Electricity- 200	9 Misc.- 200
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Monthly Totals													
Overall Totals													

Any hours below this line requires a supervisor signature ↓

Apprentice Pledge

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

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 Electrical License #

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
Completion	8000	800

To Be Rerated the Following are Required

1) Monthly progress reports are to be: on time, accurate and complete
2) Received a 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:	503-257-1022	
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