

# Monthly Work Report

All Training Reports must cover one calendar month.

All Training Reports must be received by the 10<sup>th</sup> day of the month following the month the hours were worked.

When form is complete – save file and email to [janderson@qcejatc.org](mailto:janderson@qcejatc.org)

Program Code	<input type="checkbox"/> Apprentice	<input type="checkbox"/> Unindentured	<input type="checkbox"/> CW/CE	Date Report Received	<input type="text"/>
Last Name	<input type="text"/>				
First Name	<input type="text"/>	M.I.	<input type="text"/>	Last Day of THIS Report Period	<input type="text"/>
Contractor	<input type="text"/>			Journeyman	<input type="text"/>

Enter the Number of Actual Clock Hours (including Overtime) for Each Category worked this month. LEAVE OFF insignificant ZEROS.

**TYPE OF WORK DONE                      HOURS                      JOB DESCRIPTION AND LOCATION**

<b>COMMERCIAL</b>		
<b>INDUSTRIAL</b>		
<b>RESIDENTIAL</b>		
<b>OTHER SPECIALIZED AREA</b>		
<b>SHOP</b>		

<input type="text"/>	Total number of hours you worked this month	<input type="text"/>	Of the total number of work hours that were available to you, indicate the number of hours you DID NOT work
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Indicate below the reason(s) and number of hours for absenteeism. Show hours for ALL that apply:

<input type="text"/>	Illness, Medical or Injury	<input type="text"/>	Personal	<input type="text"/>	Scheduled Vacation
<input type="text"/>	Holiday	<input type="text"/>	Weather	<input type="text"/>	Lack of Work

## **EXPERIENCE RECORD CATEGORY DESCRIPTION**

**RESIDENTIAL** – wiring of residences, duplexes, and small apartment buildings and necessary shop work and preparation.

**COMMERCIAL** – wiring of public commercial, school, office, and hospital buildings; the installation of and repair of all equipment therein; and necessary shop work and preparation.

**INDUSTRIAL** – wiring of all industrial or manufacturing buildings and equipment; the maintenance, repair, and alteration of the same; and the necessary shop work and preparation.

**SPECIALIZED** – wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management systems, closed circuit television, programmable controllers, nurse call systems, street lighting and traffic signals; and the necessary shop work and preparation.

**SHOP/DRIVER** – filling job orders in the shop, picking material up at the distributors, making job site deliveries or pickups, any other non-electrical work performed for the employer.

**SHOP/ELEC. WORK** – this category would be used when you are in the shop bending, cutting, threading or fabricating conduit, assembling panel boards, meter bases, or any other electrical cabinet, assembling light fixtures or any other electrical components prior to taking them to the job site.