ALL APPRENTICES MUST TURN IN A BLUE BOOK FOR EACH MONTH

APPRENTICE RECORD BOOK

INSTRUCTIONS

- Print your first & last name
- Print your address
- Print the name of your city
- Print your trade: Tile Finisher or Tile Layer
- Print NCTI-JATC as the Apprenticeship Committee

Enter the number of hours spent on each Work Process

Print the month
Print the year
Print your Trade

QUICK TIPS:
- 1 Yellow sheet represents 1 month.
- See instructions below on how to fill out your blue book.
- If you have no hours to report, put "0" hours, complete, sign, & turn in.
- You must turn in 1 blue book (yellow sheet) every month.

You can hand deliver or mail blue book (yellow sheet) to:
15091 Wicks Blvd.
San Leandro, CA 94577

Enter the total for the day
Print your name
Enter the number of hours YOU attended school

John Smith
Your supervisor must sign
Sign your name

Bring your Apprentice Record Book (blue book) to every class for review by the Instructor or Union Official
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Inside cover of blue book Apprentice to keep for their records.

Transfer total work hours from row A, B, C, D, E, F & G from yellow page

Print the month
Print the starting month
Print the ending month
Comments from supervisor

John is doing a great job, glad to have him working here with us.

Print name of company
Tile Company

Print name of instructor
Lupe Ortiz

Print name of school
Hayward

On-the-job Training
LIST OF WORK PROCESSES

A- Layout, prep., mixing, apply materials
B- Repairs, patch, grout, cleaning materials
C- Blueprint, measuring, marking & layout
D- Walls, showers, monitor Total, ceilings, veneer
E- Counter & sinks
F- Floors-all types
G- Mantels, hearths, doors & arches

Add totals for each month

30 30 30 25 20 15
1

Print your school hours for the month
Total school hours

Total work hours for the 7 months

40 40 80

DAY FORM 102 (REV. 3-88)

Supervisor to initial each month

Comments from supervisor

Print the month

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