

CEMENT MASONS AND PLASTERERS TRAINING CENTERS OF WASHINGTON

*****Important Please READ*****

Work Progress Reports (WPRs) are a permanent record of your apprenticeship experience and on the job training. The apprenticeship committee (JATC) Labor and Industries and any Training Agent can review these records to evaluate your progress in all phases of the trade. These reports ensure that you are receiving the well-rounded training necessary to become a qualified journey level worker. **This is a State of Washington requirement, Department of Labor and Industries.**

Instructions for Apprenticeship Work Progress Reports:

1. Must be correctly completed by the apprentice, signed by the foreman, and submitted to the Coordinator/Apprenticeship Training Office by the 15th of the following month.
2. Retain a copy of your work progress reports for your records and also because you will need it to add up your total hours.
3. Progress reports must be submitted whether the apprentice is working or not, and if he or she attended school that month.
4. **Failure to submit work progress reports in a timely manner will be cause for delayed advancement**, or further disciplinary action, up to and including the Cancellation of your apprenticeship.

Re Rate Policy

Apprentices must complete the following requirements before being re-rated (also called a raise) or advanced to the next term of apprenticeship:

- A. Accumulate the required on the job training hours (1800 hours per year).
- B. Attend the required related training classes and pass written and hands on testing.
- C. Submit work progress reports as required.

There will not be a re-rate if the apprentice fails to submit properly filled out and signed progress reports or misses any related training.

In person: 6737 Corson Ave S, D116, Seattle, WA 98108
Or by mail: PO Box 81044, Seattle, WA 98108
Or by fax: (206)762-0896
Or by email: WPR@trowelout.org

