Sound Apprentice On the Job Training Work Card Report

For optimum accuracy, print only in ink. Use CAPITAL LETTERS.

Union Card Or SSN Number [　]

Date Report Submitted [　] [　] [　]

Last Name [　]

First Name [　]　**M.I.** [　]　**Student Type** [　]

Employer Name [　]　**Class ID Number** [　]

Work Hours for the Month of [　] / [　] / [　]

Were you on disability for this period? ☐ NO　☐ YES

Enter the number of actual clock hours (including overtime) for each category worked.

[　]	ST1. CCTV & CATV/MATV	[　]	ST10. Safety Awareness/Others
[　]	ST2. Telephony & CTI	[　]	ST11. Project Layout/Planning
[　]	ST3. Life Safety Systems	[　]	ST12. Underground
[　]	ST4. Environmental	[　]	ST13. Routing Cable
[　]	ST5. Communications	[　]	ST14. Testing & Cert LAN Systems
[　]	ST6. Entertainment	[　]	ST15. Security System Installations
[　]	ST7. Splicing Wires & Cables	[　]	ST16. Installing Commun/Sound
[　]	ST8. Service & Troubleshooting	[　]	ST17. Installing Network/Telecomm
[　]	ST9. Material Handling/Pre-Fab	[　]	ST18. Terminating Wires & Cables

[　] **Total Number of Hours Worked**

_____
APPRENTICE SIGNATURE

_____
PRINT SUPERVISOR/FOREMAN'S NAME & UNION CARD NUMBER

INCOMPLETE WORK CARDS WILL BE RETURNED TO APPRENTICE

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WRITE IN HOURS WORKED EACH DAY						
SUN	MON	TUE	WED	THU	FRI	SAT
	Total Hours Worked					

WORK CATEGORIES

ST1. CCTV & CATV/MATV

ST2. Telephony & CTI

ST3. Life Safety Systems

ST4. Environmental

ST5. Communications

ST6. Entertainment

ST7. Splicing Wires & Cables

ST8. Service & Troubleshooting

ST9. Material Handling/Pre-Fab

ST10. Safety Awareness/Others

ST11. Project Layout/Planning

ST12. Underground

ST13. Routing Cable

ST14. Testing & Cert LAN Systems

ST15. Security System Installations

ST16. Installing Commun/Sound

ST17. Installing Network/Telecomm

ST18. Terminating Wires & Cables

How to Complete the Work Card Report

Work card reports are due on the 1st of every month and are considered delinquent after the 15th of the month it is due. **Effective February 1, 2013, all work card reports require a supervisor/foreman's printed name and union card number.**

Enter the number of actual clock hours (including overtime) on each category worked during the month on the front of this report. You can use the blank calendar on the left of this page to track your daily hours.
Once you've entered the hours, on the front page, (1) be sure the sign the report and (2) have your supervisor/foreman verify your work hours by having them print their name & union card number in the space provided.

If you worked for more than one contractor during the month, you must complete a separate work card report for each one. Be sure that you enter the last day you worked at each contractor in the **"Work Hours for the Month of" field.**

You are required to complete a work card report even if you are not working (i.e., disability, leave of absence, etc.).