

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?	<input type="checkbox"/> NO <input type="checkbox"/> 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
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APPRENTICE SIGNATURE _____

SUPERVISOR NAME & SIGNATURE _____

****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 December 1, 2008, all work card reports require a supervisor/foreman's signature.**

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 & sign their name 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.).