

International Brotherhood of Electrical Workers

IBEW Local 1003

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MONTHLY APPRENTICE WORK EXPERIENCE & HOURS REPORT

For monthly hours submission, work-experience tracking, rotation review, technical-training planning, term advancement, and Annual Apprentice Check-In support.

Purpose / submission requirements

The Work Experience Report is part of on-the-job apprenticeship training. It helps the Apprenticeship Committee track monthly hours, work exposure, rotation needs, technical training, and term or wage advancement.

Apprentices are responsible for submitting this report to the union office each month. A daily job diary is strongly recommended so hours and work experience can be recorded accurately.

This report must be signed by an employer, journeyman, chargehand, or job steward. Advancement may be delayed if the report is incomplete, unsigned, or submitted late.

This monthly report may also help inform the Annual Apprentice Check-In process.

Apprentice name:		Reporting month/year:	
Employer:		Jobsite:	
Date submitted:		Total hours this month:	
Primary work type:	☐ Commercial/Institutional ☐ Industrial ☐ Residential	Current term/year:	

TRAINING REFERENCE / EMPLOYER QUESTIONNAIRE

Question	Yes	No
Does the apprentice report to work on time?	☐	☐
Is the apprentice absent from work often?	☐	☐
Does the apprentice work safely?	☐	☐
Is the apprentice actively interested in the trade?	☐	☐
Are print reading, layout, code requirements, or other source documents being explained where applicable?	☐	☐
Is the apprentice making satisfactory progress?	☐	☐
Training reference name:	Role:	☐ Employer ☐ Journeyman ☐ Chargehand ☐ Steward
Training reference signature:	Date:	

APPRENTICE QUESTIONNAIRE

Question	Yes	No
Are you being provided the opportunity for useful jobsite work experience?	☐	☐
Are you rotated on the jobsite or between jobsites to obtain varied work experience?	☐	☐
Are you actively interested in the trade?	☐	☐
Do you ask questions of the journeyman or chargehand relative to the trade?	☐	☐
Are print reading, layout, code requirements, or other source documents being explained where applicable?	☐	☐
Do you feel you are making satisfactory progress?	☐	☐
Are you receiving proper direction and training from the journeyman? If not, contact the Hall.	☐	☐
Apprentice signature:	Date:	

JOB ACTIVITY / EXPERIENCE HOURS

Enter the activity code and hours for each area worked this month. Codes: **C** = Commercial & Institutional **I** = Industrial **R** = Residential

Job activity / experience	C/I/R	Hrs	Job activity / experience	C/I/R	Hrs
ALARMS: Fire/security systems, install and testing	_____	_____	HIGH VOLTAGE / HIGH POWER: Testing, ground mat tests, vault maintenance, buswork, switchgear modifications	_____	_____
BOXES / FITTINGS: Rough-in and finishing	_____	_____	LIGHTING: Interior, street, line-voltage control areas, energy control	_____	_____
CABLE: Armoured/BX, control, computer/data, fibre, high-voltage, MI/Pyrotenax, Teck; pulling/splicing/termination	_____	_____	LOOMEX	_____	_____
CONDUIT: EMT, PVC, rigid, wiremold, slab/surface, large bending	_____	_____	METERS / TEST EQUIPMENT: PF, ohm, amp, volt; test equipment use	_____	_____
CONTROLS / INSTRUMENTATION: DC motors, PLC, actuators, sensors, single-phase motors, start-up/troubleshooting, wound rotor/synchronous motors	_____	_____	MOTORS: 3-phase/single-phase termination, DC wiring	_____	_____
COMMUNICATIONS: Intercom/PA/data pulling and termination	_____	_____	RENOVATIONS / REMOVAL	_____	_____
DUCT / RACEWAY: Bus duct, nonmetallic underground, under-floor raceway	_____	_____	SERVICES / SUBSTATIONS / DISTRIBUTION: Under 200A, 200–600A, polyphase, hydro distribution, outdoor substation, vaults	_____	_____
EMERGENCY SYSTEMS: Lighting, generators, UPS, batteries	_____	_____	SWIMMING POOLS: Wiring and grounding	_____	_____
GENERAL WORK: Chipping/coring concrete, truck, material handling, shop assembly, temporary lighting/power	_____	_____	TRAINING / JOB SITE: AWP/scissor lift, fall protection, code explanation, layout, print reading, safety procedures, schematics, hand/power-actuated tools	_____	_____
GROUNDING / BONDING: Ground-fault detection, grounding/bonding, cadweld, isolated grounding	_____	_____	TRAY: Installation, brackets, layout	_____	_____
HAZARDOUS LOCATIONS: Explosion-proof work	_____	_____	WIRE: Branch circuits, wire pulling, termination/splicing, large termination/splicing	_____	_____
HEATING / ENERGY CONTROL: Heating systems and energy control	_____	_____	OTHER / NOTES	_____	_____

Total hours this report:		Report reviewed by:	
Monthly notes / rotation needs:			

Return monthly to the union office. Must be signed by an employer, journeyman, chargehand, or job steward.