

- c. Include a copy of your payroll record for the month (hours worked/pay received, apprentice/employer's name included on the payroll record).
- d. Make sure each M.W.P.R. form is signed (original signature) by you and your employer or supervising journeyman. (Xeroxed employer or supervising journeyman signatures are not acceptable).
- e. Mail or fax the completed M.W.P.R. to the committee's administrator by the first day of the following month, to be received NO LATER THAN THE 15TH DAY.
- f. Maintain a copy of the completed form for your records.
- g. Punitive Action for Filing Late Monthly Work Progress Reports –
 - 1. The first violation of filing a late monthly work progress report (M.W.P.R.) may result in the apprentice losing a re-rate;
 - 2. The second violation, the apprentice will lose a re-rate, be placed on probation for six (6) months, be removed from the out-of-work list (if on it) and may not recover lost re-rate; and
 - 3. A third violation may result in cancellation of the apprentice's registration.

11.5. Related Training

- a. Related training is classroom instruction that is scheduled for 165 hours per year. Related training is held fall (66 hours), winter (66 hours), and spring (33 hours) terms at Chemeketa Community College – Salem Campus.
 - 1. The apprentice must meet the minimum requirement of 156 related training hours each of the four years of apprenticeship. If the apprentice falls below this requirement, the lost hours must be made up with approval from the committee/instructor.
 - 2. Classes may be missed only for good cause (i.e., immediate family death, accompanied by obituary notice; illness or injury, accompanied by a letter from the attending doctor).
 - 3. For all absences (3 per school year) the apprentice must submit a written notice to the committee's administrator, which includes the following:
 - (a) Date of the absence;
 - (b) Reason for the absence;
 - (c) Apprentice's signature;
 - (d) Employer's signature;
 - (e) Instructor's signature; and/or
 - (f) Supporting documents as stated in (2.) above.