

# APPRENTICE RECORD BOOK

PERIOD NO. OR PERCENT

\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Occupation \_\_\_\_\_

CTMAA

Name of Joint Apprenticeship Committee

leave blank

Officer



STATE OF CALIFORNIA  
DEPARTMENT OF INDUSTRIAL RELATIONS  
Division of Apprenticeship Standards

Address of  
District Office:

ENTER the current 6-month period of your apprenticeship (e.g., if you were in month 7, enter "2" --your 2nd book)

ENTER your Full Name, residence address and City

ENTER the official trade Name/occupation Code NOT your company title - you can find this on the [calmachinist.com](http://calmachinist.com) website ...  
APPRENTICE tab, ENROLL dropdown, O\*Net List

PLEASE NOTE:  
Blue books must ALWAYS be in BLUE or BLACK Ink ONLY!

Print LEGIBLY ... if we can't read it, we can't accept it

MANDATORY Entries are identified in RED ... NEVER use "white-out" or paste-over ... Instead, draw diagonal line / and correct next to item

Training Period, No. _____			APPRENTICE MONTHLY RECORD																																		
ON-JOB TRAINING LIST OF WORK PROCESSES			PROGRAM HOURS	DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	MONTH TOTAL	
A	Job Planning (Process "A")	300																																			
B	Quality (Process "B" AND "M")	400																																			
C	Prev Maintenance (Process "C")	200																																			
D	Drilling: Setup & Operation	600																																			
E	Manual Turning: Setup & Operation	500																																			
F	CNC Turning: Setup & Operation	1800																																			
G	Manual Milling: Setup & Operation	500																																			
H	CNC Milling: Setup & Operation	2000																																			
I	Grinding (Process "I")	400																																			
J	Secondary Operations (Process "J")	200																																			
K	Benchwork (Process "K")	500																																			
L	CAD / CAM (Process "L")	600																																			
	CNC MACHINIST	8000																																			
TOTAL HOURS																																					
Sub-total the hours worked each day DO NOT mark in boxes not worked - leave them BLANK			ON-JOB HRS.																																		
ENTER Class - hours attended on days you attend the College ALL "hours" whole or .5 increment			CLASS HRS.																																		
Make final comments and recommendation at end of this Train-			COMMENTS BY ON-JOB SUPERVISOR																																		
INITIALS			CHECKED AND VERIFIED (BY EMPLOYEE)																																		
DATE			SIGNATURE OF ON-JOB SUPERVISOR																																		
07			SIGNATURE OF APPRENTICE																																		
			OR EMPLOYER'S FILE																																		

It is a good idea to KEEP THE YELLOW PAGES ATTACHED until the time you have completed 6-months, then detach them, save them and periodically MAKE YOUR OWN copies to protect if you ever Lose your book. The completed BLUE portion goes to CTMAA.



MANDATORY Entries are marked in Red... NEVER use "white-out" or paste-over ... Instead, draw diagonal line / and correct to side or above  
 Enter Month, Yr (e.g., Mar, 2017) **BLUE or BLACK Ink ONLY**

Training Period, No. _____			MONTHLY PROGRESS RECORD				TRAINING REPORT Period No. _____					
ITEM	ON-JOB TRAINING LIST OF WORK PROCESSES	PROGRAM HOURS	RECORD OF HOURS COMPLETED—BY MONTHS						PERIOD TOTALS	PREV. RECORD	CUMUL HOURS	ON-JOB SUPERVISOR'S COMMENTS ON TRAINING, INTEREST AND ATTITUDE. CHECK ITEMS THAT NEED TRAINING IMPROVEMENT.
A	Job Planning (Process "A")	300										A
B	Quality (Process "B" AND "M")	400										B
C	Prev Maintenance (Process "C")	200										C
D	Drilling: Setup & Operation	600										D
E	Manual Turning: Setup & Operation	500										E
F	CNC Turning: Setup & Operation	1800										F
G	Manual Milling: Setup & Operation	500										G
H	CNC Milling: Setup & Operation	2000										H
I	Grinding (Process "I")	400										I
J	Secondary Operations (Process "J")	200										J
K	Benchwork (Process "K")	500										K
L	CAD / CAM (Process "L")	600										L
	CNC MACHINIST	8000										M
HOURS STANDARD WORK WEEK		TOTAL HOURS ON-JOB TRAINING										ADVANCEMENT RECOMMENDED YES ___ NO ___
		TOTAL HOURS RELATED INSTRUCTION										ON-JOB SUPERVISOR
												NAME OF FIRM
												RELATED INSTRUCTION
												MONTHLY ATTENDANCE VERIFIED
												WORK BOOK OR STUDY ASSIGNMENT
												TEST DATE
												GRADE
												INTEREST AND ATTITUDE
												CLASS INSTRUCTOR
												SCHOOL

Sub-total the 6 months - goes into 'Period Totals'  
 'Prev Record' is hours Cumul from the prior Blue Book  
 'Cumul Hours' is the grand Total of the 1st two columns

For EACH Month (corresponds to each Yellow Page) Transfer the hours (Monthly Total) to the corresponding Columns, center of page

Numbers MUST MATCH, and Supervisor MUST Initial

Be sure to EMAIL [contact@calmachinist.com](mailto:contact@calmachinist.com) BEFORE the end of 6 months, to receive your (new, blank) Blue Book!

Enter the Course(s) you took at College (if any) and the Grade You were awarded - you will be required to provide CTMAA with a TRANSCRIPT of your grades