

MONTHLY APPRENTICE TIME REPORTING SHEET

Instructions:

1. Complete one apprentice time reporting sheet for each calendar month. DO NOT indicate hours for two months on one sheet.
2. Copy this form to use for each month of the program.
3. Rule 338.2136 requires the practitioner to maintain the apprenticeship records for not less than 7 years after the last date of attendance.
4. MCL 339.1205a states an apprentice is not required to be in attendance for more than 40 hours per week.

PLEASE PRINT CLEARLY SELECT ONE: ☐ **CORRECTED HOURS** ☐ **NEW HOURS**

PRACTITIONER AND ESTABLISHMENT INFORMATION		
Practitioner's First Name	Last Name	Practitioner License Number 27-
Establishment Name (as it appears on Establishment license)		Establishment License Number 27-
Telephone Number with Area Code	E-Mail Address	
APPRENTICE INFORMATION		
Apprentice's First Name	Last Name	Apprentice's Registration Number

MONTH REPORTING HOURS FOR:	YEAR REPORTING HOURS FOR:
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Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total HOURS for each week
TOTAL HOURS FOR MONTH							

By signing, you certify that you agree that the information reported reflects the true hours of training you completed for the reporting month.

Apprentice Signature _____ Date _____

I hereby certify that the information reported herein reflects the true hours the apprentice obtained under my supervision. I understand that any false information may result in the termination of this apprenticeship program and disqualification from all future programs or disciplinary action may be taken.

Practitioner Signature _____ Date _____