

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.

LEASE PRINT CLEARLY SELECTIONE: 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:			

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

LARA/BPL- APPRENTICE HOURS (Rev. 5/2020)

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