REGISTER DAILY HOURS WORKED

(Month/Year)

INSTRUCTIONS: To receive credit for on-the-job training, the hours recorded in this Work Record Book are required to have been obtained performing a task or a similar task shown in the list provided. Identify the task, then record the hours under the date the task was performed on the line with the task number(s) that apply. Total the daily hours from top to bottom and record them on the bottom line. Total the hours for each TASK line from left to right and record them in the right column. Add the bottom line from left to right and the right column from top to bottom. The total in the bottom right corner should equal the same amount.

DAY	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	TOTAL
FIELD HOURS																																
Tool Care & Safety																																
Field Staking Procedures																																
Survey Instrument Operation																																
Advanced Field Methods																																
Field Calculations																																
Quality Assurance																																
Project Planning																																
FIELD HOURS																																
OFFICE HOURS																																
Field Related Office Duties																																
OFFICE HOURS																																
DAILY TOTAL																																

To the best of my knowledge, the above information is an accurate representation of hours worked performing the duties outlined in each category. I understand that any misrepresentation of information in this Work Record Book will result in denial of my request for upgrade and may jeopardize my status in the apprenticeship program.

X _____   _____   X _____   _____   _____
SIGNATURE OF APPRENTICE   DATE   SIGNATURE OF PARTY CHIEF OR FIELD SUPERVISOR   PRINT NAME   DATE