

BLUE BOOK/APPRENTICE TRAINING RECORD INSTRUCTIONS

As an apprentice, you are required to maintain a record of training received in the work process categories of your program. Follow these instructions when filling out your Blue Book:

1. **Inside Cover Page:** Under the heading "Work Process" on lines A-O, enter the categories of training from the Apprentice Work Process Appendix A.
2. **Apprentice and Employment Information Page:** Name and address are essential. This may be your only training record.

To the Apprentice:

This book is for the purpose of keeping a daily record of your work-site training.

At the close of each day's work enter the number of hours worked that day, under the alphabetic designation for the work process.

At the end of each month, total the hours worked under each work process and bring the Cumulative Totals forward to the Brought Forward line on the following month's page. Return this book to your supervisor who will then grade your progress and have it recorded on a permanent record.

| WORK PROCESS | HOURS |
|--------------------------------|-------------------------|
| A. Tools and Materials | 500-800 |
| B. Concrete Form Building | 1175-1800 |
| C. House Framing | 67in class; 47 hands on |
| D. Outside Finishing | 37in class; 27 hands on |
| E. Interior Trim and Finishing | 1175-1800 |
| F. Acoustic/Suspended Ceilings | 1175-1800 |
| G. Drywall | 1175-1800 |
| H. Scaffold and Rigging * | 0-1200 |
| I. Shoring * | 0-1200 |
| J. Miscellaneous * | 0-200 |
| K. Hazardous Materials * | 0-75 |
| L. | |
| M. | |
| N. | |
| O. | |
| * = Optional | Total: 5200-8000 |

Apprenticeship Started On January 2024

Name FirstName LastName

Address 123 Carpenters Lane, Brooklyn NY

Trade or Occupation General Carpentry

Length of Training 4 years

Credit for Previous Experience 0

EMPLOYER

Company _____

Address _____

Figure 1 - This member is a general carpenter, so they listed the Appendix A work processes for that trade. They live in Brooklyn and did not have any previous experience.

3. **Monthly Charts:**

- a. **Brought Forward:** Enter the total from the previous page in each column, for each month after the first month.

Name First Name Last Name Month January Year 2014
 UBC#: 8765-4321 Hours Worked on Each Work Process Category

| Brought Forward | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | Total Hours | Journey Worker/Supervisor's Initials | |
|-----------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|-------------|--------------------------------------|----|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | KL |

Figure 2 - This member started their apprenticeship in January 2014; They had not worked previously so they had 0 hours brought forward in every category and in their totals.

Name First Name LAST NAME Month February Year 2014
 UBC #: 1234-5678 Hours Worked on Each Work Process Category

| Brought Forward | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | Total Hours | Journey Worker/Supervisor's Initials |
|-----------------|----|----|---|----|---|---|---|---|---|---|---|---|---|---|---|-------------|--------------------------------------|
| 44 | 61 | 30 | 0 | 26 | 8 | | | | | | | | | | | 169 | AA |

Figure 3 - The same member is now starting their second month of work so they have brought forward all their previous hours in each category and calculated on the right the total amount of those hours combined.

- b. Work Process: Column Headings A-O refer to categories A-O on the inside cover page.
- c. Days of the Month (lines 1-31):
 - i. Enter the hours of work site training or job experience under the appropriate category for each day worked. The hours in a work day may be divided among several Work Process categories.
 - ii. At the end of the day, add the day's entries and post the total on the right side of the line under "Total Hours."
 - iii. Have the supervisor initial each line on the right, under Journey Work/Supervisors Initials.

| | | | | | | | | | | | | | | | | | | | |
|----|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|---|------|
| 8 | | 3 | 3 | | | 1 | | | | | | | | | | | | 7 | B.B. |
| 9 | 2 | 2 | | 2 | 2 | | | | | | | | | | | | | 8 | B.B. |
| 10 | 1 | 1 | 1 | 1 | 1 | 2 | | | | | | | | | | | | 7 | B.B. |
| 11 | | 4 | | 4 | | | | | | | | | | | | | | 8 | |
| 12 | | | 2 | | | 5 | | | | | | | | | | | | 7 | ↓ |

Figure 4 - This member worked from the 8th to the 12th and broke up their daily hours based on the work processes they performed those days as outlined in their appendix a training outline; They put their daily totals on the right and got a journeyworker to initial their total hours.

- d. Monthly Total Line: Add each column of hours worked during the month, for each of the Work Process categories and Total Hours.
- e. Cumulative Total Line: Add "Brought Forward" to the "Monthly Total Line" for each Work Process category and Total Hours, and enter the result.

| | | | | | | | | | | | | | | | | | | |
|-------------------|----|----|----|--|----|---|--|--|--|--|--|--|--|--|--|--|--|-----|
| Monthly Totals | 44 | 61 | 30 | | 26 | 8 | | | | | | | | | | | | 169 |
| Cumulative Totals | 44 | 61 | 30 | | 26 | 8 | | | | | | | | | | | | 169 |

Figure 5 - This member worked 169 hours in the month and broke up those total hours based on the letter A-O work process outline; It was their first month working so they did not have any previous work hours, which means 169 is also their cumulative (or all-time) total.

| | | | | | | | | | | | | | | | | | | | |
|-------------------|----|-----|----|----|----|----|---|---|---|---|---|---|---|---|---|--|--|-------------|--------------------------------------|
| Brought Forward | 44 | 61 | 30 | 0 | 26 | 8 | | | | | | | | | | | | 169 | Journey Worker/Supervisor's Initials |
| Work Process | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | | | Total Hours | |
| Monthly Totals | 20 | 40 | 19 | 41 | 25 | 30 | | | | | | | | | | | | 175 | |
| Cumulative Totals | 64 | 101 | 49 | 41 | 51 | 38 | | | | | | | | | | | | 344 | |

Figure 6 – The same member worked 175 hours in their second month and had those hours broken up daily based on the letter A-O work process outline; It was their second month working so they added the monthly totals for each letter to the brought forward totals from their previous months and now have a record of their total hours in each category; They now have 344 total cumulative (all-time) hours.

- 4. Work Site Grade: At the end of the month, the supervisor will give you an overall grade of Excellent, Good, Fair or Poor and sign his/her name. The following month you start the process over again.

Work Site Grade this Month: (Circle One) Excellent Good Fair Poor Supervisor Jack Jones
 Comments ON TIME EVERY DAY & WORKS HARD.

Figure 7 - This member got a supervisor to sign off on their month; Their supervisor graded them as 'Good' and commented that they are always on time and work hard.