Paper Reporting Process

**Forms needed for paper reporting process:

--Work Experience Hourly Record

--Apprentice Progress/Status Report

Weekly:

1. Record hours worked on your Work Experience Hourly Record make sure you record hours in the correct "skill area" for your Trade.

2. At the end of the week, have your Supervisor or LPO sign originals.

Note: If you log over 8 hours a day, a comment from your Supervisor must be recorded in the comment section on your weekly reports.

Monthly:

3. After recording all weekly logs for the month, have your Division Officer or Department Head verify and sign the work experience hourly records. Retain for your records.

Semiannually:

4. Complete the Apprentice Progress Status Report and have it signed by:

Your Department Head, Command USMAP Coordinator or other designated person that has **"By Direction Authority".**

Note: You must have three different signatures (on your weekly, monthly & semiannual reports). For example, if your supervisor and your Division Officer is the same person, you must have another "designated" person sign your form.

5. Mail or scan and e-mail copies of your work experience hourly records with the original signed Progress Status Report to the USMAP office.

6. Retain a copy for your records for Audit purposes and future employers.

**Forms are available on the USMAP Home page.