

Apprentice Ratio Tracking Worksheet

Track apprentice-to-journeyman ratios to ensure compliance with program requirements.

Project Name:	
Contractor:	
Trade/Classification:	
Approved Ratio:	

Apprentice Information

Apprentice Name	Registration #	Program Year	Wage Rate	Start Date

Weekly Ratio Tracking

Week Ending	# Journeymen	# Apprentices	Actual Ratio	Compliant?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Documentation Checklist

- Apprenticeship program registration certificate on file
- Individual apprentice registration cards on file
- Apprentice wage schedule documented
- Ratio complies with approved program

Reviewed By: _____ Date: _____

