



Snohomish County Monthly Apprentice Utilization Report

Completion Instructions

1. This report is designed to track the use of registered apprentices on this project. Please update and email to kelli.kunz@snoco.org no later than the 10th of each month following the reporting period.
2. Include for yourself and all subcontractors the names of any registered apprentices working on this project. This report is designed to be accumulative, so do not clear data from previous months. Simply add rows as needed for new apprentices and track all hours worked in the appropriate monthly column. Using the 'Sort By Last Name' button as needed for convenience.
3. Reporting of the information highlighted in yellow is to be completed to the extent that apprentices have, upon the contractor's request, voluntarily reported such data to the contractor.
4. **The 'Total Labor Hours Used on Project By Month' must be filled in manually each month.** The 'Total Apprentice Hours By Month' row (shaded in grey) will populate automatically, based on the number of hours entered into each monthly column.
5. Do not delete, add to, or reformat the structure of this form in any way, as we must copy the info into other forms for county use.



Monthly Apprentice Utilization Report

Snohomish County

County Department: Snohomish County Public Works

Project Name: _____

County Project #: _____

% Project Complete to Date: _____

Prime Contractor: _____

Completed By: _____

Date: _____ Phone Number: _____

		# of Appen- tices	Total Hours Worked
Women Apprentices on Project to Date:			
Minority Apprentices on Project to Date:			
Persons with Disabilities Utilized as Apprentices on Project to Date:			
Disadvantaged Youth Utilized as Apprentices on Project to Date:			
Overall Percentage to Date:	#DIV/0!		
Total Labor Hours to Date:	0.0		
Total Apprentice Hours to Date:	0.0		

First Chargeable Working Day: _____

Anticipated Completion Date: _____

Apprentice Percentage By Month: #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE!

→ → Enter Total Labor Hours Used on Project By

Total Apprentice Hours By Month:

Apprentice Hours Worked by Month and Year

Last Name	First Name	Middle Initial	Apprentice Registration Number	Employer (Prime Contractor and all Subcontractors)	Trade or Craft	Year Registered as a Result of This Project	Year Graduated to Journey Level	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17