WORK EXPERIENCE HOURLY RECOR

MENTEE NAME (Last, First, Middle)

- Print legibly.
 Enter completed hours daily.
- 3. Have Mentor or Shop Foreman verify and sign hours at the end of each week.4. Have Shop Foreman, Service Manager, or Service Director verify and sign hours at the end of each month.
- 5. Keep this record and retain permanently.

IMPORTANT: See "NOTE" on reverse side before making any entries.

Week of	Date From:			ate To:		Signature & Title of Supervisor								
DAY	А	В	30	31	32	33	34	35	38	51	52		TOTAL HOURS	
MON														
TUE														
WED														
THU														
FRI														
SAT														
TOTAL HOURS														

Week of	Date From:			Date To:			Signature & Title of Supervisor								
DAY	А	В	3	0	31	32	33	34	35	38	51	52		TOTAL HOURS	
MON															
TUE															
WED															
THU															
FRI															
SAT															
TOTAL HOURS															

Week	Date From:		Dat	Date To:			Signature & Title of Supervisor							
of														
DAY	А	В	30	31	32	33	34	35	38	51	52		TOTAL HOURS	
MON														
TUE														
WED														
THU														
FRI														
SAT														
TOTAL HOURS														
Week of	Date Fro	m:	Dat	е То:		Signature & Title of Supervisor								
DAY	А	В	30	31	32	33	34	35	38	51	52		TOTAL HOURS	
MON														
TUE														
WED														
THU														
FRI														
SAT														
TOTAL HOURS														
COMMEN	TS:													

NOTE: Before verifying hours worked, you should be acquainted with Mentee's Work Process Schedule. Hours spent on duties, in school, as a supervisor, at meals, etc., DO NOT COUNT work experience or hours turned without a Mentor present. Only count time spent with mentor or time spent under mentor supervision and direction.

Hours must be logged in full or half-hour increments only (i.e., 1 or 1.5).

SIGNATURE OF SHOP FOREMAN/SERVICE MANAGER

DATE: