



**Western Burglar and Fire Alarm Association**  
**Unilateral Apprenticeship and Training Committee**  
 333 Washington Blvd. #433, Marina del Rey, CA 90292  
 TEL 800/809-0280 www.wbfaa.net info@wbfaa.net

**WBFAA UATC**  
**WORK PROCESS REPORTING FORM**

Please use this form to report your OJT Work Process Hours from the prior month. You should use the Apprentice Daily Record for future reports and submit them by the 10th of each month for the prior month (WBFAA UATC Apprentice Handbook; Policy A-3).

**APPRENTICE NAME:** \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**MONTH REPORTING:** \_\_\_\_\_

Please report all on the job work experience in one of the categories below:

<u>WORK PROCESS</u>	<u>TOTAL HOURS</u>
Pre-Wire	_____
Install Finish	_____
Programming	_____
Job-Site Meeting	_____
Demolition/Removal of Existing System	_____
Installing Conduit	_____
Job-Site Paperwork and Plans	_____
Inspection and Testing	_____
Troubleshooting the Fire Alarm System	_____
Provide Service/Maintenance to System	_____

**TOTAL HOURS** \_\_\_\_\_

**NOTE: TOTAL HOURS REPORTED SHOULD BE APPROXIMATELY 160 HOURS PER MONTH.**

**\*\*PLEASE DO NOT SEND UNTIL BOTH SIGNATURES ARE PROVIDED\*\***

SIGNATURE OF SUPERVISOR \_\_\_\_\_

SIGNATURE OF APPRENTICE \_\_\_\_\_

**PLEASE FAX COMPLETED AND SIGNED FORM TO FAX 800/809-0281**  
**OR MAIL TO**  
 WBFAA UATC, 333 Washington Blvd. #433, Marina del Rey, CA 90292  
**PLEASE CALL WBFAA UATC AT 800/809-0280 IF YOU HAVE ANY QUESTIONS**