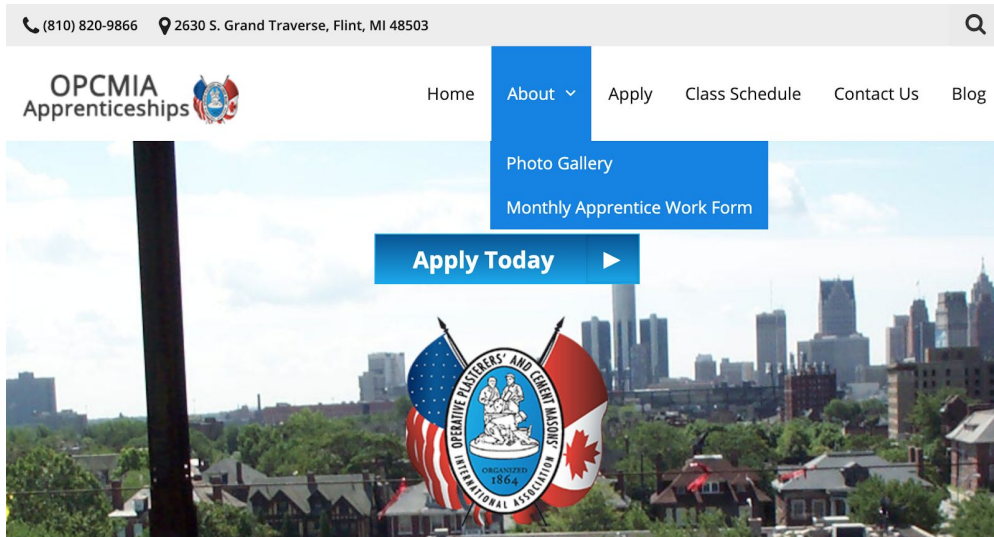



2020 OPCMIA JATC ONLINE MONTHLY WORK FORM INSTRUCTIONS

1. Go to www.MICementPlastererTraining.com
2. On the website's main navigation, hover over the "About" tab. Select "Monthly Apprentice Work Form" from the dropdown menu. (You can also bookmark the link <http://bit.ly/MIOPCMIAMonthlyForm>)



3. Type in your first name, last name, and e-mail address. This page will create an account for you to record your hours. Click "Submit."



Cement Mason Monthly Report Sign-In

New and existing users can sign in here to get to the main form.

Name

First Name Last Name

Email

example@example.com

2020 OPCMIA JATC ONLINE MONTHLY WORK FORM INSTRUCTIONS

- You will be redirected to a confirmation page with a link. Click on this link to begin your monthly work hour form.

We have received your submission. In order to return to your form, please click on the link below:

<https://form.jotform.com/193426944257164?session=test@gmail.com&name=Apprentice Test&email=test@gmail.com>

Your form will be automatically deleted if not submitted within 3 months.

- On the next three pages, you will confirm your contact information, any relevant employer information and submit your monthly work hours for each day of the month.

| Hours Worked | | | | | | | | |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Please select the day of the month along with what you worked on and then enter the total hours for that day. | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Maintenance and Safety | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Site Preparation | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Instrument (Transit & Laser) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Setting Screeds and Formwork | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Placing and Finishing Concrete | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Joints (Saw Cut or Tooled) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Curb and Gutter | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Machine Operations | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Concrete Repair | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Decorative Concrete | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Curving | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Use of Hand Tools | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Miscellaneous | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mileage | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

- As you record your monthly hours, the boxes below the table will populate with the totals for each category.

2020 OPCMIA JATC ONLINE MONTHLY WORK FORM INSTRUCTIONS

7. If you filled out the online form last month, make sure to enter your “Last Month’s Total” in the respective box. This number can be found from the confirmation e-mail from your form submission from last month.

Monthly Hours, Expenses & Wages

Last Month's Total *

Please refer to your confirmation e-mail from last month's work form to enter this number.

Current Month's Total

Running Total

Add Previous and Current Totals

Total Expenses

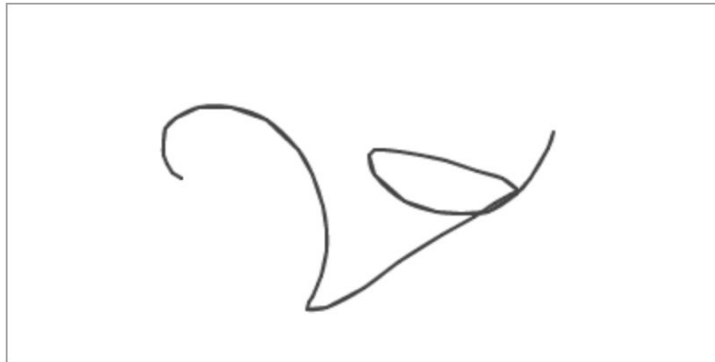
Gross Wages

8. Enter any applicable expenses or gross wages to record.
9. Record today’s date and drag your mouse or use your finger (if filling out on a phone) to record your signature on the final page. Click “Submit” to complete.

Date

Date

Apprentice Signature



[Clear](#)

Submit Form