

Apprentice Quarterly Progress Record (QPR) - Part 1 of 3 MA# <u>1149</u> Committee: Oregon Teaching Apprenticeship JATC					Clear Form	
WORK PROCESSES: Enter the total hours from the previous Quarterly Progress Record in Column 'B'. Enter monthly, to the nearest hour, time spent on each work process; add the hours from Column 'B' plus monthly record hours and enter the total in Column 'C'. Keep a copy of each QPR for your next quarter's entry. COURSE COMPLETION: List the courses enrolled or completed during this month.			email quarterly to: JATC Administrator: Susan Boe Susan.boe@tspc.oregon.gov		Apprentice's Name:	
					TSPC ID #:	
					Address:	
					Current Step:	
					Agreement #:	
					Submission Date of this QPR:	
'A'	'B'	WORK PROCESSES				'C'
List work processes as in standards	Hours brought forward	For each month, list the number of hours worked on each work process. Keep your records to the nearest hour. For accuracy and in preparation for your QPR submission keep track of your weekly hours on your own document to calculate your monthly totals.				Total hours to date
		Month One	Month Two	Month Three	Other	
Planning and Preparation (400 hrs)						
Instruction (400 hrs)						
Classroom and School Environment (400 hrs)						
Professional Responsibilities (400hrs)						
Demonstration of Student and Teacher Learning (400 hrs)						
Other (800 hrs TBD by Individual Program)						
TOTAL WORK PROCESSES HOURS						
During which quarter and year were these hours obtained?	Quarter: _____ Year: _____					
COURSE COMPLETION						
List the classes enrolled and/or completed this month						
Enrolled:			Completed (attach document/transcript as necessary)			
Apprentice: I certify that the above information is correct by signing below.			Related Training Supervisor, SME, or Navigator/Advisor Certification of Information (Print Name): _____			
Signature: _____			Signature: _____			

Apprentice Quarterly Progress Record (QPR) Part 2 of 3 MA# 1149 Committee: Oregon Teaching Apprenticeship JATC				Apprentice's Name:		
Subject Matter Expert (SME)/Mentor: Please complete and sign this document				TSPC ID #:		
				Address:		
				Current Step:		
				Agreement #:		
				Submission Date of this QPR:		
PROFESSIONAL PROGRESS						
SME/MENTOR: Please answer the following questions:					Yes	No
1.	Is the apprentice punctual?					
2.	Are they willing to learn?					
3.	Do they show initiative?					
4.	Is their quality of work good?					
5.	Do they follow established professional practices?					
6.	Is the apprentice eligible for rerating this month?					
<i>All five boxes below must be checked YES for rerating at this time:</i>						
	1. On-the-Job Hours =		required for STEP:		Did the Apprentice complete these OTJ Hours?	
	2. Related Training =				Did the Apprentice complete the RT hours?	
	3. Benchmark Points Required =				Did the Apprentice receive the required benchmark points on the competencies that were measured?	
	4. Prerequisites:	Has the Apprentice completed the Prerequisite coursework by the end of Step 3?				
	5. No Unsatisfactory Marks:	Is this statement correct? The apprentice has no unsatisfactory marks on their most current rubric measure. If no, please provide comments below (and attach a Support Plan to address competency area identified as "unsatisfactory" on the rubric measures).				
SME/Mentor Comments Areas for Growth based on Unsatisfactory Marks:						
SME/Mentor Signature:						

Apprentice Quarterly Progress Record (QPR) - Part 3 of 3 MA# 1149 Committee: Oregon Teaching Apprenticeship JATC		Apprentice's Name:	
		TSPC ID #:	
APPRENTICE: Please use this space to address any questions, or concerns, or to reflect on your current professional practice and any identified support plan for improvement.	email quarterly to: JATC Administrator: Susan Boe Susan.boe@tspc.oregon.gov	Address:	
		Current Step:	
		Agreement #:	
		Submission Date of this QPR:	
		PROFESSIONAL PRACTICE REFLECTION – COMPLETED BY THE APPRENTICE	