

3024.0 Apprentice Quarterly Progress Record (QPR)			
Committee: Oregon Teaching Apprenticeship JATC MA# 1149			
This record should be completed in collaboration with your Subject Matter Expert, but it is the responsibility of the apprentice to submit your completed form to the JATC Administrator in accordance with the submission schedule provided. This form serves as your record of your apprenticeship progress. It is recommended that you keep an ongoing record of these either in a hardcopy or electronic file.			
<p>PART 1: WORK PROCESSES: Enter the total hours from the previous Quarterly Progress Record in Column 'B'. Or if this is your first QPR, enter any credited hours. 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.</p> <p>PART 2: COURSE ENROLLMENT and COURSE COMPLETION: List the credits enrolled, and credits completed. (if nec. attach unofficial transcript).</p> <p>PART 3: COMPETENCIES EARNED: Track competencies earned and the apprentice rubric score.</p> <p>PART 4: PROFESSIONAL PROGRESS & RERATING: Answer the questions and determine if your apprentice is eligible for rerate or completion. Mark YES or NO in the column where appropriate.</p> <p>PART 5: REFLECTION: Apprentice, please complete this section.</p> <p>PART 6: SIGNATURES: The QPR requires signatures from both the Apprentice and the SME/Mentor for acceptance. Signature from your TA is required for a rerate.</p>	<p>QUARTERLY SUBMISSION SCHEDULE:</p> <p>QTR 1: Jan-March: fifth workday of April QTR 2: April-June: fifth workday of July QTR 3: July-Sept: fifth workday of Oct. QTR 4: Oct-Dec: fifth workday of Jan.</p> <p>EMAIL QPR QUARTERLY TO THE JATC ADMINISTRATOR: Susan.boe@tspc.oregon.gov</p> <p>Mentor Name: _____</p>	<p>Apprentice's Name:</p>	
		TSPC ID (If applicable) :	
		Address:	
		Current Step:	
		Apprentice Agreement #: (can be found on your Apprentice card)	
		Submission date of this QPR:	
		Please indicate the quarter for this QPR submission (refer to Quarterly Submission Schedule above)	

PART 1: ESTIMATED ON-THE-JOB TRAINING HOURS PER DOMAIN Apprentice Quarterly Progress Record (QPR) - Part 1 of 6					
List work processes according to the following domains (see description of domains below)	Bring over hours from last quarter QPR (or if your first QPR, enter hours credited upon registration)	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	
Domain 1: Planning and Preparation (400 hrs. of total hrs. in program)					
Domain 2: Classroom and School Environment (400 hrs. of total hrs. in program)					
Domain 3: Instruction (400 hrs. of total hrs. in program)					
Domain 4: Professional Responsibilities (400hrs of total hrs. in program)					
Other Category (400 hrs. of total hrs. in program TBD activities requested by the SME/Mentor or TA for the Apprentice)					
TOTAL WORK PROCESSES HOURS					

PART 2: RELATED TRAINING INSTRUCTION – PROGRESS TO COMPLETION
Apprentice Quarterly Progress Record (QPR) - Part 2 of 6
Apprentice and SME/Mentor – Use the Holistic Framework & Evaluation Schedule Workbook [HERE](#)

I am enrolled this term: ☐

My course schedule is Quarter ☐ or Semester ☐

If yes, how many courses are you currently taking? _____ How many quarter or semester units are you currently earning? _____

I am NOT currently enrolled this term: ☐

If you are not, briefly explain why you are not currently enrolled this term:

The following section is to be completed together with the SME/Mentor and the Apprentice:

The Apprentice is progressing according to the Related Training (EPP) Plan that has been established for them:

Yes: ☐

If yes, move on to Part 3 of the QPR

No: ☐

If No, work with your mentor and your Training Agent to create a *Plan of Assistance* to support your Related Training progress. Submit the Plan of Assistance with this QPR.

If no Plan of Assistance is necessary, please briefly explain why:

PART 3: SUGGESTED COMPETENCIES MEASURED & SUBMITTED ACCORDING TO QPR
Apprentice Quarterly Progress Record (QPR) - Part 3 of 6

STEP	Suggested Competencies Measured & Submitted According to Quarter Progress Record (QPR)		Target Benchmark Score	Apprentice Score
	Target QPR Submission	Level 1 Target Competencies	(75% Proficient)	
1	1	C 1, C 4, C 34, C 36, C 40, C 41, C 42, C 44, C 45, C 46	21	
	2	C 4, C 9, C 12, C 17, C 18, C 32, C 33, C 34, C 36, C 41, C 42, C 44, C 45, C 46, C 47, C 49	28	
	3	C 2, C 3, C 4, C 5, C 6, C 7, C 10, C 13, C 17, C 18, C 19, C 20, C 32, C 33, C 34, C 36, C 38, C 39, C 43, C 44, C 45, C 47, C 48, C 49	37	
	4	C 2, C 3, C 4, C 7, C 8, C 11, C 12, C 13, C 17, C 18, C 19, C 20, C 22, C 32, C 33, C 34, C 36, C 39, C 43, C 44, C 48, C 49, C 50	38	
STEP	Target QPR Submission	Level 1-2 Target Competencies	(75% Proficient)	
2	5	C 4, C 5, C 6, C 7, C 9, C 10, C 11, C 12, C 13, C 14, C 15, C 16, C 17, C 18, C 19, C 20, C 21, C 22, C 23, C 24, C 25, C 26, C 27, C 28, C 29, C 30, C 31, C 32, C 33, C 34, C 35, C 36, C 37, C 38, C 39, C 40, C 41, C 42, C 43, C 44, C 45, C 46, C 47, C 48, C 49, C 50	74	
	6	C 13, C 14, C 15, C 16, C 17, C 18, C 22, C 23, C 24, C 25, C 26, C 27, C 28, C 29, C 30, C 31, C 32, C 33, C 34, C 36, C 37, C 43, C 48, C 50, C 51, C 52, C 53, C 54, C 55, C 56, C 57, C 58, C 59, C 60, C 61, C 62, C 63, C 64, C 65, C 67, C 68, C 69, C 70, C 71, C 72, C 73, C 74, C 76, C 77, C 78, C 79, C 80, C 81, C 82, C 83, C 84, C 85, C 86, C 87, C 88, C 89	137	
	7	C 13, C 14, C 15, C 16, C 17, C 18, C 22, C 23, C 24, C 25, C 26, C 27, C 28, C 29, C 30, C 31, C 32, C 33, C 34, C 36, C 37, C 43, C 48, C 50, C 51, C 52, C 53, C 54, C 55, C 56, C 57, C 58, C 59, C 60, C 61, C 62, C 63, C 64, C 65, C 67, C 68, C 69, C 70, C 71, C 72, C 73, C 74, C 75, C 76, C 77, C 78, C 79, C 80, C 81, C 82, C 83, C 84, C 85, C 86, C 87, C 88, C 89	120	
3	8 – Final QPR (see Level 1 and Level 2 Rubrics)	For Completion of Program: Apprentice Score must be Proficient or Completed for all Competencies C 1- C 89 (If there are areas not proficient, review with your mentor and TA for approval to move forward)	Level 1: 112 Level 2: 108 (Proficient)	
The Apprentice has <u>no unsatisfactory</u> marks on their most current rubric measure. <i>If not, please provide comments below (and attach a Plan of Assistance to address competency area identified as ‘unsatisfactory’ on the rubric measures).</i>			Correct (YES)	Incorrect (NO)

PART 4: PROFESSIONAL PROGRESS & RERATING Apprentice Quarterly Progress Record (QPR) - Part 4 of 6 <i>Questions #1-5 and all the Required Elements for Rerating must be a YES for your apprentice to be eligible for rerating</i>			
SME/Mentor: Please answer the following <i>Professional Progress Questions</i> regarding your apprentice		Yes	No
1	Is the Apprentice punctual?		
2	Is the Apprentice willing to learn?		
3	Does the Apprentice show initiative?		
4	Is the quality of the work of the Apprentice good?		
5	Does your Apprentice follow established professional practices?		
ELIGIBILITY FOR RERATING CATEGORIES <i>All Four Eligibility for Rerating Categories Below Must be Marked 'MET' for Rerating</i>			
Part 1: Apprentice Total On-the-Job Hours Earned: _____ Required for Rerate: 1000 OJT hours		MET	UNMET
Part 2: Apprentice has one year or less remaining in their Related Training requirements (could include summer session)		MET	UNMET
Part 3: For a Rerate from Step 1 to Step 2: Level 1 Apprentice Competencies have been assessed and have met the rubric score of 75% EITHER/OR For a Rerate to mark Completion: Level 1 and Level 2 Apprentice Competencies #1-89 have been assessed and have met the rubric score of Proficient.		MET	UNMET
Part 4: All five Professional Progress Questions above marked 'YES'		MET	UNMET
<i>The Apprentice is Eligible for Rerating this QPR</i>		From STEP _____ to STEP _____ From STEP _____ to <u>COMPLETION</u>	

PART 5: PROFESSIONAL PRACTICE REFLECTION
Apprentice Quarterly Progress Record (QPR) - Part 5 of 6

APPRENTICE: Please respond to the following prompts. You may also use this space to address any questions, or concerns, or to reflect on your current professional practice and any identified Plan of Assistance for your continuous improvement.

Prompt 1: Lesson Reflection

What is one thing that went well in your teaching this quarter, month, or week? What is one small change you would try next time?

Prompt 2: Learning & Support

What is something new you learned about teaching or your students? What is one question or area where you would like more help?

Prompt 3: Professional Growth & Well-Being

How are you feeling about being in the classroom so far? What has helped you, and what would make things a little easier right now?

Any Questions and/or concerns you may have at this time?

PART 6: QPR REQUIRED SIGNATURES
Apprentice Quarterly Progress Record (QPR) - Part 6 of 6

I certify that the information submitted in this QPR is correct:

Apprentice Signature: _____

SME/Mentor Signature: _____

Date: _____

Training Agent: (required signature if apprentice is being rerated)

I certify that this QPR is correct and the Apprentice is eligible for Rerating this QTR:

Signature: _____

Date: _____