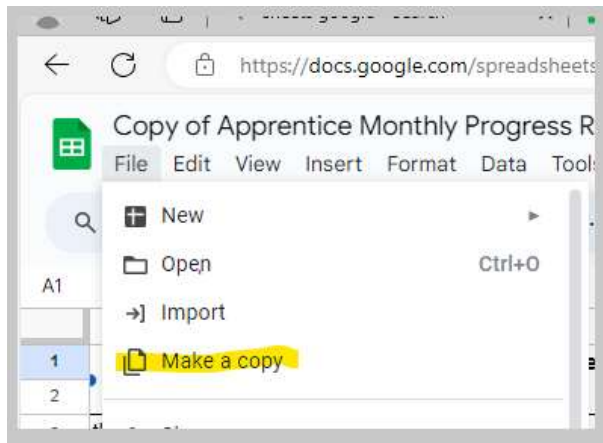


Completing Monthly Progress Report Via Google Docs

*You will first need a google account. Click here for more help: [Create a Google Account - Google Account Help](#)

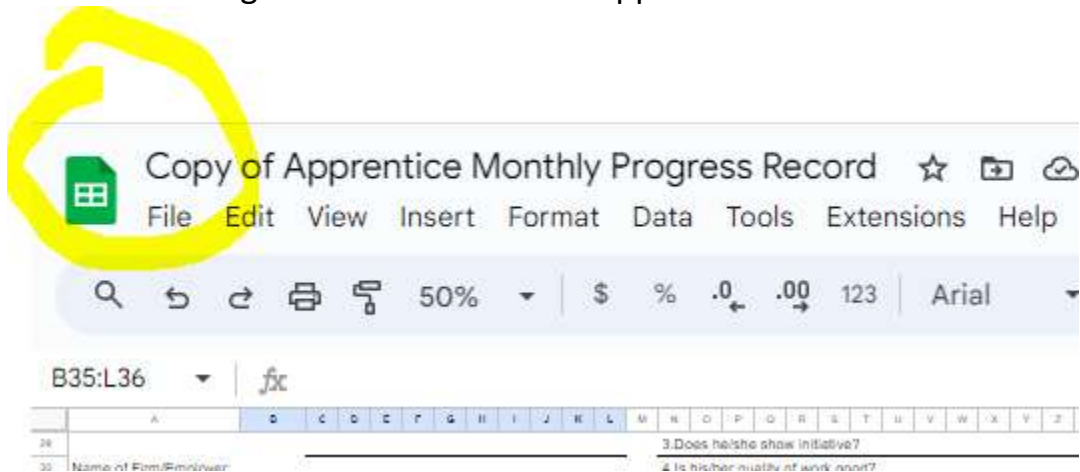
1. Go to:
<https://docs.google.com/spreadsheets/d/1Gxrl9zSrRVR0oByKfR5T1WHxiZSKSqTd3AZAp5EFwYA/copy>
2. Click “File” (Upper right area of screen)
3. Select “Make a Copy”



4. Rename (optional)
5. Fill out the report with daily hours, name, agreement number, employer, etc. Make sure everything is COMPLETE. The report is a live document so you don't need to save. Updates are saved automatically.
6. Signatures; you and your employer need to sign your report. You can digitally sign or it or print and sign. *Typed signatures aren't accepted.*
7. Submit a scanned version of the correct month to apprenticeship@areaonejetc.com. Do not share or send the google link with the office. Document must be a PDF attachment or it will not be accepted.

How to open your report after editing:

1. Go to <https://docs.google.com> and sign in.
2. Click the green sheet icon in the upper left corner



3. A list of saved sheets will appear, click on your report
4. Go to the correct month and complete. See above steps (5-7)