

Submitting An MPR

MPRs are due by the 1st of each month. Late after the 10th. No exceptions. Submitting accurate and on-time MPRs (that includes your OJT hours and RT hours) is a state requirement and essential for staying in good standing with your apprenticeship program.

1. Access Your MPR in TradeSchool

- Log in to your TradeSchool account
- Go to Apprentice Tab → Hours Tab → Pending Tab
- The open form will default to the next available month.
- If you see “a work report already exists,” double check that you are in the correct month.

2. Enter OJT Hours

- Enter the daily hours you worked (at your employer) under each category worked. *(Note: You must complete the required total hours in each category to finish your program or be referred to the exam (for licensed trades)).*
- Important: MPRs have two pages
 - Days 1-16
 - Day 17-31
- As you move between these two pages and enter hours, SAVE your changes. Do not click SUBMIT until your MPR is complete.
- Once your MPR is complete, click SUBMIT (Note: Once you hit SUBMIT, you will no longer have access to the form.
- Use **whole hours or .5 only** — no .25, .33, .75, etc.

3. Enter RT Hours

- Scroll to the bottom line labeled Related Training Classroom Hours
- Enter hours only on days you actually had class
- **Remember:** If you missed ANY part of ANY class, you must:
 - Add a comment (date, class, and reason) in the **Apprentice Comment Section**. *(Note: If you miss class and don't add a required comment, your MPR won't be processed).*

4. Submit Your MPR

- Double check all entries for accuracy
- Click the pink **SUBMIT** button
- Enter the email of your journey worker *(this email must match their TradeSchool login).*
- After your journey worker reviews your MPR submission, you will receive a confirmation email.
 - If it is rejected, you will receive an email with comments to make corrections and resubmit.
 - If you don't receive a confirmation email, follow up with your journey worker.
- Your MPR is not finished just because your journey worker approved it. The PCC Apprenticeship office will review the submitted MPR to verify:
 - The Journey worker signer is authorized to approve your MPR
 - The OJT hours submitted are within the requirements of the trade and accurately logged.
 - RT hours match your scheduled course(s) for dates and times and matches instructor submitted attendance.

- Any other errors that may have occurred.
- If your MPR is error free and submitted on time you will receive a conformation email from PCC apprenticeship/Tradeschool. This will mean that MPR is complete for the month.
- If your MPR has mistakes that need corrected you will receive an email with instructions for correction or questions that you must complete and/or fix no later than the 10th of the month.
 - MPRs submitted after the 10th of the month are considered late and receive a file strike citation.
 - MPRs with mistake(s) corrected after the 10th of the month are considered late and receive a file strike citation.
 - MPRs with mistake (s) corrected before the 10th of the month will be considered on time and receive a conformation email with reminders regarding mistakes.

5. Verification of Class Hours

- **Core APR Class:**
 - No physical signatures needed as APR instructors log attendance in TradeSchool.
- **Non-APR or Elective Class:**
 - Print your MPRS after it has been approved by your journey worker. To print:
 - Go to Year Tab. You will see all your MPRs submitted for the current year.
 - Click the Print button next to the MPR you want to print out.
 - Sign and Date the MPR
 - Take the print in person or email instructor to get their signature.
 - Email the final copy to apprenticeship@pcc.edu
 - **(PLEASE NOTE: If you are printing out a hard copy of your TradeSchool MPR, you will not have that access until AFTER your journey worker has approved your MPR. Plan accordingly)**

TRADESCHOOL TIPS:

- Enter all **OJT hours first** (both pages) to get your monthly total.
- **Save often**, but don't hit **Submit** until everything is final.
- You can **edit** until you click **Submit**.
- After submitting, you **can't make changes or print** until your journey worker approves it.
- We **can't see** your MPR until it's submitted **and** approved.

Common MPR Mistakes (Avoid These!)

- Failing to enter a comment for a class absence
- Class dates on your MPR don't match the actual class dates
- Class Hours on your MPR don't match the listed hours of the class
- An MPR approved by a journey worker not on the list of authorized signers
 - Contact apprenticeship@pcc.edu for instructions if a journey worker needs to be added to the list of authorized signers .