

SAMPLE

Mr. Appliance Academy Progress Sheet

Technician: _____ Mac _____

Give this sheet to your supervisor for review on: _____ Fridays by noon _____.

Date column can be filled in by tech as he goes along or, if the training days are set beforehand, filled in ahead of time by the supervisor.

Date	Time spent	Course	Module/Unit(s) completed	All scores met requirements? Y/N *	Comments (reason for any delays, action taken to improve scores, etc.)	Supervisor sign-off
1/11/18	1 hr. 45 min.	Core	Mod. 4, units 4 and 5	N	Got stuck on unit 5. Sent in reset request. Posted question in forum - waiting for answer.	SCB
1/12/18	2 hours	Core	Mod. 3, unit 5	Y	Rewatched videos and got help in forum. passed quiz.	SCB, 1/12/18

* To earn Certification, EACH quiz and exam must be 90% or higher