



Time Log (OJT)

Name

Month/Year

Center

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Plan Curriculum & Environment																																
Promote Physical Development																																
Promote Cognitive & Language Development																																
Promote Social/Emotional Development																																
Promote Health & Safety																																
Promote Self Discipline																																
Manage Group Activity																																
Assess Children's Progress																																
Evaluate Daily Activities																																
Parent Communication																																
Participates in Staff Meetings																																
Training (not ACDS classes)																																
DAILY HOURS TOTALS																																

Supervisor Signature

Date

Total Hours for Month

On a daily basis, check the skill areas practiced. Total number of hours worked each day in the bottom row. Supervisor sign at the end of each month. One copy should be kept by the apprentice, one copy on file at the center, and one copy given to ACDS instructor.