

SAMPLE

Master Samurai Tech 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.	Fund.	Mod. 3, 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	Fund.	Mod. 3, unit 5	Y	Rewatched videos and got help in forum. passed quiz.	SCB, 1/12/18

* To earn Certification, EACH quiz must be 80% or higher, EACH exam 90% or higher