

**Month:** \_\_\_\_\_

**INSTRUCTOR TIME CARD**

**CLASS:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_

Date	Class Time		Hours	Class Held		Instructor Signature
	In	Out		Keiser	NEFBA	

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**Instructor Time Cards must arrive at Apprenticeship office no later than the 1st of the**

**Time Cards received after the 1st will be processed with the next month's payroll.**

**Time Cards may be faxed, emailed to [cthomas@nefba.com](mailto:cthomas@nefba.com) or dropped off at the NEFBA office.**