Michigan Department
of Transportation
0437B (10/2024)

MAINTENANCE WORK ELEMENT PROGRAM
TIME RECORD

Clear Form

INSTRUCTIONS: Employee enter information on form at the end of the workday on which hours of experience were gained. Obtain Transportation Maintenance Worker (TMW) 9 or authorized persons initials each day experience is gained. Upon completion of required hours, the On-Site Training Coordinator must sign and date for verification. Training time toward each element should be as close to the time actually worked excluding travel time for each day. Partial hours should be rounded to the next full hour.

NAME	EMPLOYEE ID NUMBER	FACILITY	
WORK ELEMENT		REQUIRED HOURS	REQUIRED HOURS COMPLETED

DATE	HOURS	INITIAL	DATE	HOURS	INITIAL	DATE	HOURS	INITIAL	DATE	HOURS	INITIAL	DATE	HOURS	INITIAL

ON-SITE TRAINING COORDINATOR (Signature)	DATE

☐ Exam Required ☐ Demonstration ☐ Certificate ☐ Hours Only ☐ Permit Required ☐ Prerequisite(s)