

EARLY STEPS SERVICE COORDINATOR APPRENTICESHIP CONTACT LOG

This form is to be used by the apprentice to document each contact with a supervisor, or another coach (e.g., veteran service coordinator, director, etc.) related to the apprenticeship. The apprentice should document the date, the persons involved, length of time spent, the topic and any action that was taken as a result of the contact. Significant events such as training or shadowing/observation experiences should also be documented here. The apprentice does not need to track each hour of the apprenticeship. If the apprentice has frequent, informal contacts with a supervisor, the apprentice can provide a weekly summary of the interactions rather than documenting each contact.

Service Coordinator's Name:				
Date(s)	Person(s) Involved	Time Spent (minutes)	Topic(s)	Action Taken

Adapted from the AzEIP Staff Development and Training Project