



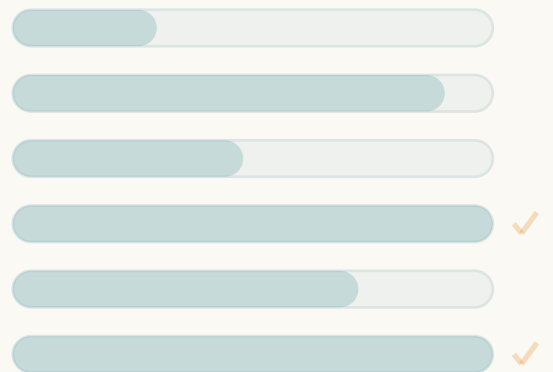
ARDENT WORKSHOP

AN ARDENT WORKSHOP PRODUCT

Apprentice Hours Log

One apprentice — log the hours, keep a running total. Free from Ardent Workshop.

[Start here](#)



Your free single-apprentice hours log

The first step in keeping an apprenticeship audit-ready is simply logging the hours as they happen — the date, the competency or task, and how many hours. This free log does that for one apprentice, on a single tab, and keeps a running total against their required hours.

How to use it

- 1 Open Apprenticeship-Hours-Log.xlsx in Excel, Google Sheets, or LibreOffice.
- 2 Fill in the apprentice, trade, and required OJT hours at the top — it opens on a worked example you can overwrite.
- 3 Log each block of on-the-job hours as it happens — date, competency or task, hours, and who trained it. The total and hours-remaining update themselves.

NEED IT TO STAND UP TO AN AUDIT?

This log tracks hours for one apprentice. The full Apprenticeship / OJT Training-Hours Logbook adds the audit engine — a competency framework, mentor and supervisor sign-offs with dates, a per-competency progress rollup, the classroom (RTI) hours, and a Dashboard that flags each apprentice Ready for completion, Nearly there, or In progress — a 7-tab file for Excel, Google Sheets, and LibreOffice, plus four guides. [Get the full Apprenticeship / OJT Training-Hours Logbook >](#)

Free starter from Ardent Workshop. A record-keeping template, not legal, compliance, or registration advice, and not affiliated with or endorsed by the U.S. Department of Labor, any state apprenticeship agency, or any Registered Apprenticeship program. The example apprentice and hours are fictional and illustrative.