

INSTRUCTIONS:

Upper Form:

A separate jobsite attendance record must be completed for each work day

The top part of the record is for the prime electrical contractor in charge

Enter the name and phone number for the prime contractor's on-site person in charge

Enter a descriptive name for the jobsite (e.g. project name)

Enter the complete jobsite address

Columns:

Employee Printed Name: The name must be legible

Who Do You Work For: Enter the name of the prime electrical contractor, electrical subcontractor or employment agency
Enter the work assigned (e.g. racking, modules, wiring, electrical, material staging, laborer, operator, etc.)

Work Assignment:

License or Registration No.: Enter the Minnesota license or registration number (AMxxxxxx, AJxxxxxx or RExxxxxx)

Effective Date: Enter the effective date from the license or registration card

Expiration Date: Enter the effective date from the license or registration card

Signature: A signature is required

A copy of the jobsite attendance record must be emailed to dli.electricity@state.mn.us by 3:00 p.m. each work day