NOTICE OF APPRENTICESHIP REFERRAL

[Date]

CA Department of Industrial Relations
Division of Apprenticeship Standards–Public Works Unit
P.O. Box 420603
San Francisco, CA 94142-0603
FAX: 415-703-5218

The Labor Compliance Program for the CA Department of Transportation advises the Division of Apprenticeship Standards of the following:

☐ A written complaint has been received, alleging the following:
   [Clear and concise statement of facts]

☐ Suspected violation/violations of the following apprenticeship requirements:
   ☐ Labor Code section 1777.5(g) ratio violation.
   ☐ Apprentices must work with or under the direct supervision of a journeyman at all times per Title 8 of the CA Code of Regulations section 230.1(c).

Information regarding the contract and the affected contractor/contractors is listed below:

Contract Number: [Contract number/numbers]
Description of Contract: [Describe Work.]
Location: [Describe Location.]

[Prime Contractor's Name]
[Address]
[City, State ZIP]

[Subcontractor's Name] (Delete if not applicable)
[Address]
[City, State ZIP]
For additional information, please contact [Labor Compliance Officer’s Name] at [phone number].

Sincerely,

[NAME IN ALL CAPS]
[District number/Region Labor Compliance Manager or Officer]

Attachment: (Attach a copy of the complaint for issues other than wage rate enforcement)