

DEPARTMENT OF TRANSPORTATION
 DIVISION OF CONSTRUCTION
 DISTRICT XX
 ADDRESS
 CITY, STATE ZIP
 PHONE XXX-XXX-XXXX
 FAX XXX-XXX-XXXX
 TTY 711
 districtX.payrolls@dot.ca.gov



*Serious Drought.
 Serious drought.
 Help save water!*

NOTICE OF APPRENTICESHIP REFERRAL

[Date]

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 Department of Transportation advises the Division of Apprenticeship Standards of the following:

- A written complaint has been received, alleging the following:
 [brief summary of the complaint]
- Suspected violation(s) of the following apprenticeship requirements:
 - LC 1777.5(g) ratio violation.
 - Apprentices must at all times work with or under the direct supervision of a journeyman 8 CCR 230.1(c).

Information regarding the contract and the affected contractor(s) is listed below:

Contract Number: [Contract #(s)]
 Description of Contract: [Describe Work.]
 Location: [Describe Location.]

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

[Subcontractor's Name] (Delete if not applicable.)
 [Address]
 [City, ST ZIP]

For additional information, please contact [Labor Compliance Officer's Name] at [phone number].

Department of Industrial Relations

[Date]

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Sincerely,

[NAME IN ALL CAPS]

(District #/Region Labor Compliance Manager or Officer)

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