



455 Golden Gate Ave., 10th Floor
San Francisco, CA 94102
Phone (415) 403-4920
FAX (415) 703-5477

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL
RELATIONS
DIVISION OF APPRENTICESHIP
STANDARDS

AUDIT REPORT

For

Southern California Glaziers &
Glassworkers Industry Joint
Apprenticeship and Training Committee,
File No. 01403

The Division of Apprenticeship (DAS) creates opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy.

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SUMMARY

The Division of Apprenticeship Standards (DAS) presents its audit report concerning the Southern California Glaziers & Glassworkers Industry Joint Apprenticeship Training Committee (JATC) program; DAS file number 01403, (hereafter "program"). The program's standards were approved on October 1, 1978. The program was randomly selected by DAS for audit compliance. The audit was performed from April 28, 2008, through May 2, 2008, and was conducted pursuant to California Labor Code §3073.1.

During the audit examination the Apprenticeship Coordinator, Edward Garcia commented that he took over as coordinator in August 2007, and indicated that he and his staff are committed to the success and improvement of the program and welcomed any recommendations and/or suggestions that would help the program achieve its goal of graduating skilled journeymen.

During the audit it was discovered that the actual number of registered apprentices reported to the DAS was not accurate. The number reported was 297 registered apprentices, when in fact according to the program it has 279 registered apprentices. The program and DAS took steps to correct the records and submitted the correct figures.

NUMBER OF REGISTERED APPRENTICES'

DAS Records Based Upon Program's Submittals	297	According to Program	279
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FINDINGS AND RECOMMENDATIONS

As noted in the detailed report which follows, the auditor found that some minor actions are necessary to bring the program into compliance with their approved standards and legal requirements. The DAS identified some slight inadequacies of the programs compliance with their own standards and to the State apprenticeship laws and regulations. The DAS found this program needs to implement some changes to meet apprenticeship requirements and retain State approval.

The program was receptive to the recommendations made by the auditor and immediately implemented some record keeping changes to bring the program into compliance with their approved standards and legal requirements.

Detailed findings and recommendations are included in this report. The coordinator was presented with a summary of the findings and a recommendation was presented to assist him in preparing the appropriate corrective action. The DAS will visit the program in the future to verify compliance with the recommendations. These DAS audit procedures allow the program to respond to the recommendations and their response will become part of this formal report

AUDIT HIGHLIGHTS.....

Our review of the Southern California Glazier & Glass Workers Industry Joint Apprenticeship Training Committee (JATC) program; Division of Apprenticeship Standards (DAS) file number 01403, (hereafter "program") found that:

- Audit review found that although the program submitted various revisions to its approved standards the program has not submitted a complete revision to its standards since March 31, 1988. The program has implemented various changes that are not reflected in the approved standards. Standards state no testing is required of the applicant. Program is requiring its applicants to pass a math test. The program added a welding course and eliminated a glass & mirror course to its required RSI hours. No revision was submitted to DAS.
- The program requires all apprentices to sign and confirm that they understand the program's Rules and Regulations. All of the apprentice files examined contained signed copies of the rules and regulations receipt.
- The program files contained consistent verifiable OJT work hours along with a breakdown of the various work processes.
- The apprentice is required to complete an Apprentice Record sheet to track work processes and OJT work hours.

Continue on next page:

INTRODUCTION/BACKGROUND

The audit began on April 28, 2008, and was completed on May 2, 2008. The auditor met with key administrative personnel, examined records, observed administrative activities, conducted a walk-through of the training facility and visited two job sites in connection with the audit.

The Southern California Glaziers & Glassworkers Industry Training Committee (JATC) program operates as a Labor/Management Cooperative and the principal partners in the cooperative effort are Glaziers, Architectural Metal, and Glass Workers Local Union #636 and Southern California Glass Management Association. The program has an Apprentice Trust Fund. The program's funding mechanism comes from employer Contributions, Related Supplemental Instructional (RSI) Funds (Montoya Funds) and state prevailing wage training fund contributions.

The daily operations, management and administrative functions are run by three primary staff, Administrator Ian Wright, Coordinator Edward Garcia and Office Manager Clair Solly. The program has seven part-time instructors. Five of the instructors are certified and two are new and in the process of obtaining their training credential. The program office is located at 11366 Markon Drive, Garden Grove CA 92841. The program utilizes another training facility, located at 12140 Rivera Road #B Whittier CA 90606 to train apprentices. The Garden Grove training facility also serves as the program's main office and daily place of business. The program maintains all indentured apprentice files at that location. The program employs a full time Office Manager and two full time clerical workers to maintain the apprentice files.

The Glazier and Glass Worker Apprenticeship is a 48-month program. Apprentices meeting the required advancement criteria progress through 8 upgrade steps until completion. Training consists of 504 hours of related supplementary instruction (RSI) which is completed within the first three years and 8000 hours of accumulated on the job training (OJT).

Employers are approved to train when they have completed an Agreement to Train Apprentices, DAS-7 form. The program indicated that they dispatch to both union signatory employers and non-union employers who agree to abide by the program's standards, rules, regulations and policies.

- Files examined contained copies of a record sheet (programs version of DAS Form 103) signed by the apprentice and the job site foreman/supervisor.
- Work processes are consistent with program apprenticeship standards and are being properly recorded.
- Job site review found that the apprentices interviewed are completing the record sheet. All stated that they turned (record sheet) into program on a monthly basis.
- Apprentice files examined contained copies of school absences, evaluations, progress reports and final test scores.

The apprenticeship program provides a training program for the following occupations:

<u>Name of occupation</u>	<u>Term of occupation</u>	<u>Number of apprentices</u>
Glazier/Glass Worker	48 months	297
Stained Glass Glazier	48 months	*00
Auto Glass Glazier	18 months	*00

*Currently the program does not have any indentured apprentices in these two occupations but does plan on utilizing them.

The Related and Supplemental Instruction is provided by the program's training center which is located at the same site as the program operations. Each apprentice enrolled receives an orientation packet that includes the rules and regulations, an explanation of the program's standards, an Apprentice Record sheet (programs version of DAS Form 103) and a class schedule.

The program's Local Education Agency (LEA) is Hacienda La Puente Unified School District located at 15959 East Gale Avenue City of Industry, CA 91745. Alice Johnson is the LEA representative for the program.

SCOPE AND FOCUS

The principal objectives of the audit are to ensure the program is complying with their standards, that all on-the-job training is performed by a journeyman, that all related and supplemental instruction required by the apprenticeship standards is being provided, that all work processes in the apprenticeship standards are being covered, and that graduates have completed the apprenticeship program's requirements.

The audit focused on reviewing records and activities that tend to support and substantiate the program's efforts, practices, system and capabilities to provide and deliver the on-the-job training and related instruction. The program's policies and procedures were reviewed to determine if they support the program's approved standards.

METHODOLOGY

After completing an initial review of the program's standards and records on file with the DAS, an audit plan was established with the following steps:

1. Notified the program 14 days in advance of our intent to audit.
2. Prepare an entrance interview
3. Organization of all working papers to conduct the interview
4. Confirm the location where records are maintained
5. Conduct a random review of apprentice files
6. Set the time and date of the meeting
7. Schedule inspection of the training facility and job sites
8. Request and review copies of the committee meeting minutes for the last 12 months.

All steps listed above were accomplished and include interviews with primary staff, apprentices and job site supervisors.

AUDIT RESULTS

1. STANDARDS

The objective is to determine whether the programs are submitting periodic revisions to their standards and if standards are reasonably current. "Standards" are a written document containing all terms and conditions for the qualification, recruitment, selection, employment and training, working conditions, wages, employee benefits and other compensation for apprentices. It may also include other provisions and statements. All apprenticeship programs are required to submit their apprenticeship standards to the DAS Chief for approval. The California Code of Regulations states the program must submit revisions to its standards when necessary.

(a) Findings

- (1) Our review found that the program has not submitted a complete revision of its standards since 1988.
- (2) The program standards state no testing is required of the applicant. The program is requiring applicants to pass a math test before accepting them as an apprentice.
- (3) The program made changes to the required RSI by adding a Welding class and eliminating a Glass & Mirror class.

(b) Recommendations

- (1) Submit a complete revision of the Committee Standards. The revision should include changing standards to encompass the pre-qualifying math test and eliminate the Glass & Mirror class and add the Welding class to RSI. - Due within 90 Days.
- (2) In the future review and update standards as needed or whenever any changes are made to the apprenticeship program and report this information to the DAS Apprenticeship Consultant.

Article IV (5) of the program's standards, Section 205 (f), 212 (a)(6) (7), (c)(2) (11) of the California Code of Regulations states that the program sponsor must submit revisions to its standards when necessary.

2. RULES AND REGULATIONS

The objective is to determine if the programs have adequate rules and regulations, are implementing them as required, and provide a copy to the apprentices. The rules and regulations can be defined as an orientation or workshop session that explains the apprenticeship program standards and the operation of the apprenticeship program. It includes information on what is expected by both the program and the apprentice.

The rules and regulations for this program were adopted and contain a policy statement showing responsibilities of the apprentice and the committee. Apprentices are cited for failure to follow the rules and

regulations. A letter of citation is mailed to the apprentice to appear before the committee and failure to appear is reason to recommend cancellation from the program for failure to comply with a committee directive. Additionally, the rules and regulations state that each apprentice will be notified in writing of the date(s) that she/he is to attend RSI classroom training.

No physical examination is required prior to indenture. However, applicant must be able to physically perform the work of the craft. When the apprentice is approved by the program to enter the training he/she is given a copy of the rules and regulations and attends an orientation session with both the coordinator and educational instructor. Then the apprentice must sign the document indicating they have received, read and understood the rules and regulations.

(a) Findings

- (1) This review found that the apprentice files contained signed copies/receipts to acknowledge the apprentice received, read, and understood the rules and regulations.
- (2) The rules and regulations are reviewed by the Committee and updated when needed. The Committee applies the rules and regulations in a fair and consistent manner. Actions taken by the Committee are reflected in the meeting minutes and apprenticeship files.

(b) Recommendations

- (1) Continue enforcing rules and regulations in a fair and consistent manner.

Article VI (2) of the program's standards, Section 3071, 3073, and Section 212 (a) (6) (7), (c) (2) (3) (8), (14) of the California Code of Regulations states that the program must establish rules and regulations that govern the program.

3. ACTIVE APPRENTICES AND CANCELLATIONS

The review of this item is to determine if the program is monitoring apprentices as they enter and proceed through the program. It is also to determine if the program is maintaining accurate records on both the active and cancelled apprentices. The program should have the ability to provide evidence of procedures used for periodic reviews and evaluation of the apprentice's progress in job performance and related instruction and maintenance of appropriate progress records. In addition, the program should have a process in place to notify the DAS when an apprentice leaves the program.

During the audit it was discovered that the actual number of registered apprentices reported to the DAS were not accurate.

(a) Findings

- (1) The program's numbers of registered apprentices were incorrect. The number of registered apprentices based upon DAS records is 297. Program records indicate they have 279 indentured apprentices.

(b) Recommendations

- (1) The program will keep the DAS informed of indentures, cancellations and completions in a timely manner - due within 30 days.
- (2) The program should continue to monitor the apprentice's progress in the program at least every 30 days.
- (3) All changes affecting the status of the apprentices in the program must be submitted to the DAS.

Section 205 (a)(1)(2) (i), 212 (a)(6) (7)(8), (b)(9), (c)(2)(10) 224 of the California Code of Regulations states that the program sponsor must maintain accurate apprenticeship records and submit changes, updates and revisions of an apprentice's status when necessary.

4. ON -THE JOB TRAINING (OJT) PROGRESS RECORDS, ADVANCEMENTS AND EVALUATIONS

Our review is to determine if apprentices are progressing on schedule, that the program is maintaining adequate OJT records, receiving periodic evaluations and if the program has adequate records and a system in place to ensure that apprentices are covering all the work processes.

The program uses the following items to track apprentices' schedules: OJT records, periodic evaluations and work processes. Each apprentice receives normal upgrades in the period (every six months) and wage increases by meeting the following requirement:

- Satisfactory completion of required RSI classroom hours. Apprentices are scheduled for 84 hours of classroom training every six months for a total of 168 per year for the first three years. Accumulation of 600 OJT hours from an approved contractor verified by monthly record sheet. Program utilizes a monthly record sheet (program's version of DAS Form 103) to verify work processes and track work hours. The monthly record sheet must be signed by the supervisor and turned into the program monthly.
- Satisfactory passing (70% or higher) of RSI class final exam, in conjunction with satisfactory progress/evaluation reports from instructor.

Program provides the apprentice with a monthly record sheet to document and record OJT hours and work processes. The sheet contains a daily and monthly log to record hours worked in the various work processes. The record sheet has a place for the supervisor's signature and a list of the various work processes. Instructions are also included informing apprentices on when and where to turn in record sheet. The apprentice is required to turn-in his record sheet every month via mail, fax, office visit, or when reporting to school. If apprentice is

current with RSI hours and has the required OJT hours he/she is advanced to the next level of training and receives a wage increase.

Audit files reviewed had copies of the record sheet signed by the supervisor and itemized by the various work process hours. Additionally, files contained completed RSI hours, test scores, attendance records, and evaluation and progress reports. Program utilizes a computer data system to track apprentice RSI and OJT hours.

(a) Findings

- (1) The program is utilizing a monthly record sheet signed by a supervisor to track and verify apprentice OJT hours.
- (2) The apprentice files reviewed contained the monthly record sheet which included a breakdown in the various work processes.
- (3) OJT hours and RSI hours are both tracked through a computer data system. This allows staff to monitor progression through the periods. If discrepancies are noted, they are brought to the attention of the Committee for discussion and/or action.

(b) Recommendations

- (1) Continue to compile accurate OJT (work process) and RSI hours and advance apprentices when they meet the required criteria.

Section XVII of the program's standards, and Section 3073.1, 3076, 3078(e) of the Labor Code, and Sections 208, 210, 212(a) (4) (5) (7) (8), (b) (9), (c) (2) (6) (8) (9) (16) (18), of the California Code of Regulations. The program must offer training and supervision in all the work processes defined in its standards and has a system to ensure that apprentices cover all the work processes. The program must have a system of documenting and maintaining records that will assist in the review and evaluation of each apprentice's progress in job performance. The program must have a procedure for recording and maintaining accurate records, and a procedure for periodic review and evaluation of progress.

5. RELATED AND SUPPLEMENTAL INSTRUCTION (RSI)

The objective of our examination was to determine if apprentices are progressing on schedule, attending classes, covering the entire course of study, and to ensure the programs are maintaining accurate records with adequate systems in place to provide training.

The program's Related and Supplemental Instruction (RSI) is approved by a Local Education Agency (LEA). The LEA is Hacienda La Puente Unified School District located at 15959 East Gale Avenue City of Industry, CA 91745. The course outlines as written by the program have been reviewed and approved by the LEA.

The apprentices are required to attend 84 hours of instruction two times per year which are scheduled every six months for a total of 168 hours per year for the first three years. Each student is issued a calendar with the schedule of classes. Classes are held once a week and start

promptly at 5:30 pm for a four hour period. The rules and regulations state that each apprentice will be notified in writing of the date(s) that he/she is to attend classroom training. Apprentices are considered tardy after 5:40 pm. Apprentices are allowed two tardies within the semester. Any apprentice who accumulates a third tardy will be counted absent and asked to leave the class. Any absence requires the apprentice to attend a makeup class following the absence. Apprentices who are absent from a class more than three days will be dropped from class. Apprentice will then be required to successfully repeat the class from the beginning in the next semester of instruction and pay raise will be extended by six months. In addition, the apprentice will be cited to appear before the Committee at their next meeting to show cause why he/she should not be dropped from the program or have any disciplinary action taken against them.

Every apprentice must bring tools and study materials to class before signing in on the "class sign-in sheet". The rules and regulations state that the apprentice shall first request permission, in writing, from the Committee/Coordinator to be excused from attending classes, indicating the documented reason for such a request.

(a) Findings

- (1) A review of the RSI required courses noted program eliminated (Glass & Mirror) and added (LA Welding). Program did not provide DAS with revision of course change.
- (2) The records of attendance, test scores, progress evaluations, and classroom hours for the apprentices are recorded on the program's computer data base. A record of this information is also kept in the apprentice file.
- (3) The apprentice files examined contain a consistent record of all absences related to school attendance, test scores, copies of advancement letters to employer and apprentice, and any disciplinary actions.

(b) Recommendation

- (1) Submit a complete revision of the Committee Standards. The revision should include changing standards to eliminate the Glass & Mirror class and add the LA Welding class to RSI. - Due within 90 Days.
- (2) Instructors should explore and continue to provide updates to the program and the apprentices' on how they are progressing in their required educational courses. Review curriculum and develop new courses to cover additional needs when needed.

Section XVI of the program's standards, Section 3073.2, 3078(d), of the California Labor Code, and Section 205(e)(h), 212(a)(3)(6)(7) (c)(13)(14) of the California Code of Regulations states that it is recommended that the program provide a minimum of 144 hours per year of supplemental instruction for each year of apprenticeship and adequate arrangements for related and supplemental instruction, and have the ability and commitment to train apprentices with current industry standard criteria.

6. TRAINING CENTER

The objective is to ensure the program has adequate facilities, tools, materials and equipment to train apprentices, and to determine if the facilities are utilized and adequate for training.

The program employs seven part time instructors. Five are certified and two are in the process of obtaining their training credentials. During the visit, classes were not in session at this training center. The program is currently utilizing two training centers located in Garden Grove and Whittier California. The instructors conduct classes on a weekly schedule at the two training centers. The auditor spoke with one instructor and toured the Garden Grove training facility. The training center is located next to the program. The training center consists of two large classrooms and a shop lab utilized for demonstrations and hands-on working projects. Each apprentice must complete a variety of shop projects, score 70% or higher on the final exam, and show competency in applying the trade. The instruction is done with good health and safety practices in mind.

(a) Findings

- (1) Our inspection of the training facility found it to be sufficient to train apprentices.

(b) Recommendation

- (1) The program should continue current practices and insure plans for growth are based upon the current successful model.

Section 3074 of the California Labor Code—Section 212(a) (3) (4) (8), (c) (13) (12), 212.3 of the California Code of Regulations states that the program sponsor must have adequate arrangements for related and supplemental instruction.

7. MECHANISM TO KEEP APPRENTICES REASONABLY EMPLOYED

Our objective is to determine if apprentices are kept reasonably employed, to ensure the program has adequate systems in place to rotate apprentices so they cover all work processes, and to provide apprentices with continuing employment in the event of a layoff.

The review found the program has an established system to keep apprentices reasonably employed and to provide them with continuing employment in the event of a layoff. If an apprentice becomes unemployed he should immediately register on the out-of-work list at his local union. In addition apprentices are given a list of employers and are encouraged to solicit employment with an employer within any of the twelve counties covered by these Standards.

Unemployed apprentices attending RSI classroom training may be eligible for unemployment insurance benefits. Unemployment insurance telephone numbers are given to those apprentices meeting EDD criteria.

(a) Findings

- (1) The review found the program has an established system to keep apprentices reasonably employed and to provide them with continuing employment in the event of a layoff.
- (2) The records found the referral/dispatch system keeps the apprentices employed within their industry. They are also referred to other employers, giving the apprentices an opportunity to train in all work processes.

(b) Recommendation

- (1) The program should continue the system they have in place and encourage additional employer involvement.
- (2) The program should continue to refer apprentices to other employers and encourage the apprentices to solicit work on their own.

Section 3080 of the Labor Code, and Section 212 (b) (7) (9), (c) (16) (18) of the California Code of Regulations. The program(s) must have a mechanism to keep apprentices reasonably employed and maintain accurate documentation Section 3080 of the Labor Code, and Section 212 (b) (7) (9), (c) (16) (18) of the California Code of Regulations.

8. JOB SITE VISIT

A review of the job site offers an opportunity to view a job in progress, observe the work that is being done, and allows us to discuss the operation of the program with the apprentice. It enables direct contact with the apprentice to determine the following:

- If the apprentice is performing the various tasks listed within the work processes of their trade.
- If advancements are made on schedule.
- If the apprentice is receiving the correct pay and benefits.
- If the apprentice is kept employed on a reasonably continuous basis.
- If the program's mechanism to keep apprentices reasonably employed is adequate.

The program suggested five job site locations to visit. Telephone calls were made to arrange a review of the job sites and contact was made with two locations.

The auditor visited a job site located in San Pedro California called, The Vue and found six apprentices working under the supervision and direction of journeymen and employed at tasks defined within the work processes of the program standards.

The auditor also visited the Astoria job site located in Irvine, California and found two apprentices working under the supervision and direction of journeymen and employed at tasks defined within the work processes of the program standards.

Interviews were conducted with all of the apprentices. The Auditor found that the apprentices had the equipment, materials and tools of the trade sufficient to train apprentices. Each apprentice receives proper pay and benefits and attends OJT classroom training. The interviews confirmed apprentices are advanced on schedule. The Auditor confirmed that each apprentice writes in the total hours of OJT training on his apprentice record sheet, broken into the various work processes. The apprentices interviewed had their record sheet in their possession or in their car or at home. The apprentices verified the record sheet is signed by the job site supervisor validating the work processes and OJT work hours. All apprentices interviewed stated they had to turn in the record sheet to the program once a month and all knew the various ways (mail, fax, office visit) they could turn it in. Most of them stated that they turn in the record sheet when they attended RSI class.

The interview with the supervisors confirmed there is a proper ratio of journeyman to apprentice and adequate supervision. All the apprentices interviewed stated they were satisfied with the program and were being properly trained.

(a) Findings

- (1) Apprentices are properly completing the record sheet and are properly itemizing hours by the various work processes. Supervisor/foreman are signing and verifying the work sheets.
- (2) The auditor found that the apprentices were filling out the record sheet in a timely manner and submitting it to the program on a monthly basis.

(b) Recommendations

- (1) The program should continue to ensure apprentices are recording OJT hours and are correctly tracking hours within the individual work processes. The program should continue to provide training and instruction to the apprentice and the employers/supervisors on how to properly record OJT hours and work processes.
- (2) The program should continue to ensure each apprentice turns in his/her record sheet to the program monthly and continue to keep a complete and signed record sheet in each apprentice file.

Section 208, 212(a) (1) (2) (4), (b) (4) (5) (6), (c) (6) (13) (14) of the California Code of Regulations states that all on-the-job training will be performed by journeymen, that all related and supplemental instruction required by the apprenticeship standards will be provided, that all work processes in the apprenticeship standards are being covered, and that graduates have completed the apprenticeship program's requirements.

9. SELF-ASSESSMENT REVIEW AND PROGRAM IMPROVEMENT PLAN

The objective is to determine if the program has submitted the annual Self-Assessment Review and Program Improvement Plan. The California Code of Regulations Title 8, Section 212.3 requires programs to perform

an annual self-evaluation and to create an improvement plan. The DAS now requires that each program submit a copy of their Annual Self-Assessment Review and Program Improvement Plan to their apprenticeship consultant by December 1 of each year.

(a) Findings

- (1) The required annual Self-Assessment Review and Program Improvement Plan were submitted on March 4, 2007.

(b) Recommendations

- (1) Submit the self-assessment review and program improvement plan in a timely manner.
- (2) Use the Self-Assessment and Program Improvement Plan as a tool for setting goals for your program and adapt the listed changes during the next 12 month period.

Section 212 (a) (6) (7), (c) (2) (11), 212.3 of the California Code of Regulations states that the program sponsor must submit annually a Self-Assessment Review and Program Improvement Plan to the DAS.

10. COMMITTEE MEETINGS AND MINUTES OF MEETING

Joint apprenticeship committees have equal representation from labor and from management. Each committee also includes a consultant representing the Division of Apprenticeship Standards or the Bureau of Apprenticeship and Training, U.S. Department of Labor. There is also an advisor from the local public school district, and such other advisors and the apprenticeship consultant act without vote. This committee is responsible for administering the Standards for this program. In carrying out its functions, the committee has certain authority under the law. The actions, therefore, must be in accordance with approved apprenticeship standards and should be recorded in the minutes.

The objective is to determine if the apprenticeship committee is meeting on a regular basis, documenting actions, discussing and reviewing apprenticeship records, and making appropriate assessments and evaluations.

The committee provided the program committee meeting minutes for the past year. The subcommittee meetings (disciplinary) are held monthly, and the full committee (business meeting) is held every quarter. The meetings are conducted in the Garden Grove office. An advance notice is sent out to all members and any guests of the committee.

(a) Findings

- (1) The program committee is a Labor/Management Co-Operative and has four labor representatives and four management representatives. The committee also includes one advisor

apprenticeship coordinator and one advisor local education agency representative. All advisors act without vote. All disciplinary actions are reviewed by the committee.

- (2) Our review of the committee minutes for the last 12 months showed that the committee had a record of disciplinary actions.
- (3) The committee minutes were sufficient in form and content.

(b) Recommendations

- (1) Continue to hold regular meetings and keep accurate committee minutes and records.
- (2) Continue to ensure DAS apprenticeship consultant is advised of committee meetings well in advance and the consultant will endeavor to participate in meetings when possible.

Section 3076, 3080(b), 3078(d)(f), 3079, 3093(k), of the California Labor Code, and Section 213, 218, 212(7), 208(5), 205(e)(f)(g)(i), 212(c)(1)(6) (9), 224 of the California Code of Regulations states that the program sponsor must maintain adequate documentation and records.

11. COMMENTS FROM PROGRAM SPONSOR

Comments, if submitted by the program sponsor during the 14-day review and comment period, will be included with this report to the Chief of DAS and ultimately to the California Apprenticeship Council.

12. CORRECTIONS AND TIMELINE

The audit findings and recommendations are set forth in this report. The program has 14 days from the receipt of this report to review and submit comments on the report.

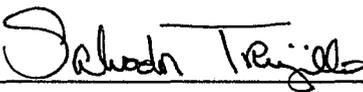
Within 10-days following the receipt of comments or the completion of the comment period, a final report will be submitted by the Chief of DAS to the California Apprenticeship Council.

The final report will detail the findings with recommendations for remedial actions. The programs must remedy all deficiencies and be in full compliance with their apprenticeship standards. The programs must notify the DAS in writing when deficiencies have been remedied. A DAS representative will schedule an appointment to review the completion of the remedial actions. Failure to comply may be grounds for withdrawing state approval of the apprenticeship programs.

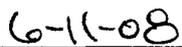
13. REMARKS

The results of this audit do not modify, replace or negate other duties and requirements or any previous notices you may have received regarding the fulfilling of your obligations prior to or after the audit period. In addition, law changes or new rulings might result in different findings in future audits.

Respectfully submitted by,



Salvador Trujillo
Apprenticeship Consultant Auditor
DAS, Los Angeles District Office



Date



Painters & Allied Trades District Council 36

Southern California

Glaziers L.U. 636 Joint Apprenticeship Trust



SCGMA

June 19, 2008

Division of Apprenticeship Standards
Attention: Brian Crawford
455 Golden Gate Avenue, 10th Floor
San Francisco, CA 94102

Mr. Crawford---

Thank you for sending our 2008 Audit results to us. We have reviewed the findings of Mr. Salvador Trujillo, and have no comments to make. We find all of the provided information helpful and have started to work towards adapting our program to the few suggestions made in the report.

Please let us know if you need anything else from our apprenticeship.

Sincerely,

Clare Solly
Administrative Assistant
Southern California Glaziers Apprenticeship

RECEIVED
DAS RECORDS SECTION
SAN FRANCISCO
08 JUN 23 PM 1:30

Cc: Salvador Trujillo, DAS Auditor
Ed Garcia, Southern California Glaziers Coordinator