

DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF APPRENTICESHIP STANDARDS
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ADDRESS REPLY TO:
Div. of Apprenticeship Standards
P. O. Box 420603
San Francisco, CA 94142-0603

September 6, 2006

Dear Program Sponsors:

I am writing to inform you of changes designed to streamline DAS's handling of matters involving cancellation of apprentice agreements (for cause) and apprentice complaints appealing disciplinary actions.

Enclosed please find a copy of the new DAS 5 – Request for Cancellation of Apprentice Agreement (For Cause). The main changes are that now, instead of sending supporting documentation and records to DAS with the form, program sponsors are to certify on the form under penalty of perjury that the supporting documentation exists and will uphold the cancellation request; and, to hold the supporting documentation at least 35 days so that it is available for submission to DAS in the event a complaint is filed appealing the disciplinary action.

When an apprentice files a timely complaint appealing disciplinary action, the DAS's procedure will now be to request supporting documentation from the program sponsor and to refer the case for hearing forthwith.

I expect that these changes will eliminate delays in the preparation and submission of unnecessary paperwork, and enable the cases to proceed as expeditiously as possible, which will aid apprentices and program sponsors alike.

If you have questions about the new procedures, please contact Mary Sorokolit, Area Administrator at (415)703-4935.

Thank you for your anticipated cooperation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Glen H. Forman".

Glen Forman
Deputy Chief, DAS

Encl.