

Steps for Proof of Apprenticeship Certification for Public Works

Go to: www.dir.ca.gov

1. From the “Apprenticeship” drop down box, click on “Public Works”.



2. Click on “Find a Registered Apprenticeship”.

[Apprenticeship Standards](#) | [Public Works Apprenticeship Requirements](#)

Public Works Apprenticeship Requirements

All public works contracts valued at \$30,000 or more carry an obligation to hire apprentices, unless the craft or trade does not require the use of apprentices, as indicated in the corresponding prevailing wage determination. This duty applies to all contractors and subcontractors on a project, even if their part of the project is less than \$30,000.

The Division of Apprenticeship Standards (DAS) provides assistance to contractors who need to employ apprentices on public works projects and may grant exemptions to the requirement to hire apprentices.

Contractors' Responsibilities

- ✓ Submit contract award information for each craft required on the project using the [DAS 140 form](#). More [information on the DAS 140](#).
 - If you are approved to train apprentices, you must send the contract award information to your apprenticeship committee.
 - If you are not approved to train apprentices, you must send the DAS 140 to [all apprenticeship committees](#) that can supply apprentices to the site of the public works project.
- ✓ Make [training fund contributions](#) in the amount established in the prevailing wage rate – either to the applicable apprenticeship committee, or the [California Apprenticeship Council \(CAC\)](#). More information on [Training Fund Contributions](#).
- ✓ Contact the applicable apprenticeship committee to request apprentices for each craft or trade on your project using the [DAS 142 form](#). The form must be submitted at least three business days before

Division of Apprenticeship Standards (DAS)

Quick Links

- [How to become an apprentice](#)
- [How to set up an apprenticeship program](#)
- [DAS Laws and Regulations](#)
- [Program Sponsors](#)
- [Publications, reports, and forms](#)
- [Refinery safety](#)

Public Works and Apprenticeship

- [Find an apprenticeship program](#)
- [Find a registered apprentice](#)
- [Find apprenticeship wages](#)
- [Public Works Apprenticeship Requirements](#)

- Follow the instructions listed on the apprentice certification page: The first 4 letters of last name (use spaces if last name is shorter than 4 letters), the first letter of the first name, than the last 4 digits of Social Security number and click search.

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Division of Apprenticeship Standards (DAS)

Apprentice certification

Apprenticeship certification for public works

Enter search string (LLLL9999) here

How to compile the search string:
 The search string is a total of nine letters and numbers (no characters ', - , etc): the first four letters of the last name (use spaces to make four letters if the last name is shorter than four letters), the first letter of the first name and the last four digits of the social security number (LLLL9999). Letters can be entered as lower or upper case.

Examples:
 Uncle Sam ssn 123-45-6789 would be entered as Sam U6789
 Goddess Minerva ssn 123-45-5555 would be entered as MineG5555
 Richard Al-Ham ssn 111-44-1111 would be entered as AlhaR1111
 Robert O'Brian ssn 111-22-3333 would be entered as OBriR3333
 James McHenry ssn 555-66-1234 might be entered as McHeJ1234 or Mc HJ1234

If you cannot find the individual you are looking for, complete the certifications you have and see the notes below.

Quick Links

- Become an apprentice
- Find an apprenticeship program
- Find a registered apprentice
- Train employees through apprenticeship
- Program sponsors
- Use apprentices on public works projects
- I built it!
- Apprenticeship Council meetings
- DIR Laws and Regulations
- Veterans
- Refinery Safety Curriculum

About DAS

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- Click "Add to list"

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Apprentice certification

Apprenticeship certification for public works

Search results

One record was found that matched your request.
 If this is the person you requested, add to list. If not, go back to list.

<input checked="" type="checkbox"/>	<input type="text" value="Uncle Sam"/>	<input type="text" value="Sam U1234"/>
	<input type="button" value="Add to list"/>	<input type="button" value="Back to list"/>

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- Click on "Go to certification" tab for Apprentice Certification letter.

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Division of Apprenticeship Standards (DAS)

Apprentice certification

Apprenticeship certification for public works

Enter search string (LLLL9999) here [] Search

List of individuals to be printed on the certification letter.			
	Name	Un-check any name for whom you do not want a certification.	Search string
<input checked="" type="checkbox"/>	Uncle Sam		Sam U1234
	<input type="button" value="Go to certification"/>	You must use your web browser's back button to return to this page.	
If you exit this program without printing out your selected list, the selections will be lost.			

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- You can add multiple Apprentices to one certification letter by adding their information in the search box by following steps #3 and step #4.

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Search [red b4567] This Site California

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Apprentice certification

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Enter search string (LLLL9999) here [red b4567] Search

List of individuals to be printed on the certification letter.			
	Name	Un-check any name for whom you do not want a certification.	Search string
<input checked="" type="checkbox"/>	Uncle Sam		Sam U1234
	<input type="button" value="Go to certification"/>	You must use your web browser's back button to return to this page.	
If you exit this program without printing out your selected list, the selections will be lost.			

How to compile the search string:

The search string is a total of nine letters and numbers (no characters ', - , etc): the first four letters of the last name (use spaces to make four letters if the last name is shorter than four letters), the first letter of the first name and the last four digits of the social security number (LLLL9999). Letters can be entered as lower or upper case.

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- When finished with your search and ready for the certification letter, click on "Go to Certification" tab

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Enter search string (LLLL9999) here

List of individuals to be printed on the certification letter.			
	Name	Un-check any name for whom you do not want a certification.	Search string
<input checked="" type="checkbox"/>	Uncle Sam		SamU0123
<input checked="" type="checkbox"/>	Big Red		RedB4567
<input checked="" type="checkbox"/>	Zap Po		Po Zap8910
<input type="button" value="Go to certification"/>		You must use your web browser's back button to return to this page.	
If you exit this program without printing out your selected list, the selections will be lost.			

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8. Print Apprenticeship Certification Letter

STATE OF CALIFORNIA

EDMUND G. BROWN, JR., Governor

DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF APPRENTICESHIP STANDARDS
 P.O. Box 420603
 San Francisco, CA 94142-0603



To whom it may concern:

The Division of Apprenticeship Standards hereby certifies that, according to transactions recorded as of May 24, 2016, the below named Apprentices are registered with the State of California as an apprentice in the occupation during the period between the start date and the end date or completion (comp) date listed below. If there is no end date for an occupation, the Apprentice is currently registered in that occupation.

Name	Name of Individual	Classification	Action	Effective Date	Cert. id
Uncle Sam		Sound And Communications Systems Installer (Voice-Data-Video)	Start	03-14-2012	SamU123
Big Red		Electrician Construction	Start	07-12-2010	RedB4567
Big Red		Electrician Construction	Comp	12-11-2015	RedB4567
Zap Po		Residential Wireman	Start	05-07-2007	Po Z8910
Zap Po		Residential Wireman	End	06-04-2008	Po Z8910

If you have any questions please contact your local Division of Apprenticeship Standards office.

Glen Forman
 Deputy Chief