

Steps for proof of Apprenticeship certification for public works

Website address is www.dir.ca.gov

Click on the "Apprenticeship" tab

Click on the "Public Works Projects"

Click on the "Apprenticeship certification for public works"

You should now be at a page called "Apprenticeship certification for public works"

Follow the instruction listed on the page – The first 4 letters of last name, the first letter of first name, use a space if the last name is shorter than 4 letters, then the last four digits of social security number.

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**

Click the search button, and then click "add to list".

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"/>	Uncle Sam	Sam U6789
	<input type="button" value="Add to list"/>	

You can then add another person to the list by entering required data in the box next to the search button by following the same steps above OR click the "go to certification" button.

Apprenticeship certification for public works

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		Sam U6789
	<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.		

You can then print the certification letter for use of showing proof that the Apprentice is active and registered with DAS.

STATE OF CALIFORNIA

ARNOLD SCHWARZENEGGER, *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 Month, Date, Year, the below named Apprentice is registered with the State of California as an apprentice in the occupation during the period between the start date and the end date listed below. If there is no end date for an occupation, the Apprentice is currently registered in that occupation.

Name	Occupation	Action	Effective Date	Cert. id
Uncle Sam	Electrician Construction	Start	00-00-0000	Sam u6789

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

Senior Apprenticeship Consultant