

Request for the Dispatch of Apprentices (DAS 142) Form Instructions

The Request for Dispatch of Apprentices (DAS142) form is required from all contractors when working on a public works project using an apprenticeable trade. The DAS 142 form or equivalent is used when requesting dispatch of an apprentice from the approved Apprenticeship Committee(s) in the craft or trade in the area of the public work.

Apprentice Requirements:

Apprentices must work under the direct supervision of a journeyman and must have current registration for the applicable craft with the State of California. Unless exempted, Apprentices must be employed in the correct ratio of one (1) hour of apprentice work for every five (5) hours performed by a journeyman level worker. Contractors who are not already employing sufficient registered apprentices to comply with the one-to-five ratio must request the dispatch of apprentices from approved apprenticeship committees until the minimum ratio is satisfied.

How to Submit the DAS 142 form:

1. Complete the entire form and include the following:

- a. Current Date
- b. Applicable Apprenticeship Committee's information (name, address, telephone and fax number)
- c. Contractor Information
- d. Project Information
- e. Dispatch Request Information

Important Note: DO NOT leave any sections blank, or write "TBD", "N/A", or "unknown", as this may invalidate your form as well as not provide the information needed for apprentice committees to dispatch apprentices. **All sections must be completed.**

2. If the apprenticeship committee from which apprentice dispatch is requested does not dispatch apprentices as requested, the contractor must request apprentice dispatch from another applicable committee until the contractor has requested apprentice dispatch from each such applicable committee for each trade used.

- a. If you are signatory to a union submit your DAS 142 form to only that hall or provide your Approval to Train Letter (DAS7).
- b. DAS 142 form must be sent at least **72 hours** (excluding weekends and holidays) before the date on which apprentices are required.

3. Send form to each applicable hall via fax, U.S. mail, or email. You must keep a record for the submission (fax transmittal receipt, certified mail receipt, or email receipt) as evidence you submitted the form. A copy of each form and proof of submission must be sent to Alliant to show good faith in requesting apprentices if you fail to meet the minimum ratio required.

Documentation for the Request for Dispatch:

Before the end of the project, you will be required to provide documentation of your requirement to request for dispatch. If your payroll records indicate that you have employed the sufficient number of apprentices during the life of the project, you do not need to provide this documentation. However, if no apprentices or an insufficient number of apprentices are employed, you will be asked to provide documentation showing compliance of request of dispatch. Keep accurate records of any phone, fax or e-mail communications relevant to your request for dispatch and provide to Alliant upon request. Penalties may accrue for failure to request or utilize apprentices in the correct and minimum required ratio.

Go to: <http://www.dir.ca.gov/das/PublicWorksForms.htm> for information about programs in your area and trade.

Please take note of California Code of Regulations, Title 8, § 230.1 (a) which says in part: if in response to a written request an Apprenticeship Committee does not dispatch any apprentice to a contractor who has agreed to employ and train apprentices in accordance with either the Apprenticeship Committees Standards or these regulations within 72 hours of such request (excluding Saturdays, Sundays and Holidays) the contractor shall not be considered in violation of this section as a result of failure to employ apprentices.