



# Steps to Dispatching an Apprentice

## Communications Workers of America District 9 Apprenticeship

This workflow outlines the steps employers follow to request, receive, and support apprentices on job sites under the registered apprenticeship program. It is designed to provide clarity and consistency for all participating employers.

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### Step 1: Employer Requests an Apprentice

Employer submits request(s) for apprentices through the Apprenticeship Office (via DAS 142 form or dispatch request form). *Note: The DAS 142 form must be submitted at least 72 hours before the apprentices are needed, not including weekends and holidays.*

- **Download the most recent version of the DAS 142 form from the [California Department of Industrial Relations \(DIR\) website](#).**
- **Information you will need:**
  - **Company Details:**
    - Your company's legal name, address, CSLB license number, Public Works Contractor (PWC) registration number, phone number, and fax number.
  - **Project Details:**
    - The name and address of the project, the PWC project and contract numbers, and the total contract amount.
    - Scope of work, start date, and number of apprentices needed.
- **Apprenticeship Committee Info:**

Communications Workers Of America / American Communication Contractors Association (Cwa/Acca) Joint Apprenticeship Committee

**Address:** 720 Charcot Avenue  
San Jose, CA 95131

**Contact person:** Jim Landers, Coordinator  
**Phone:** (408) 947-0563  
**Email:** [cwajatc@yahoo.com](mailto:cwajatc@yahoo.com), [jeneen@cwaattf.org](mailto:jeneen@cwaattf.org)

- **Wage & Benefits:** Reminder that apprentices must be paid prevailing wage rates and receive fringe benefits per public works law.
  - View the prevailing wage for your region by visiting [Public Works Apprentice Wage Sheets](#).
    - Select “View” for Communications & Systems Installer to view the general prevailing wage apprentice rates.

## **Step 2: CWA Apprenticeship Reviews Request**

- Staff verifies request details.
- Ensures job meets public works requirements, scope of work, and program standards.

## **Step 3: Apprentice Match & Dispatch**

- Apprenticeship Office selects apprentices from the dispatch list based on:
  - Availability,
  - Geographic proximity,
  - Required skills or certifications.
- DAS 142 form is generated and sent to the employer for signature.

## **Step 4: Employer Confirmation**

- Employer signs and returns DAS 142.
- Employer receives apprentice contact information and reporting instructions.

## **Step 5: Apprentice Reporting**

- Apprentice reports to the job site as scheduled.
- Employer provides site orientation, safety briefing, and assigns supervisor.

## **Step 6: Ongoing Support & Oversight**

- Employer logs apprentice hours and reports any issues to Apprenticeship Office.
  - Contact: Jonathan Alvarado - Program Administrator
  - Email: [jonathan@cwaattf.org](mailto:jonathan@cwaattf.org)
  - Phone: 951-598-4771
- Apprenticeship staff conducts check-ins to monitor progress and compliance.
- Employers provide feedback on apprentice performance and training needs.
  - An email with a link to submit feedback online will be sent to the employer's listed contact. Feel free to forward the email to the direct supervisor (if not the primary contact).

## **Step 7: Completion & Recordkeeping**

- Hours worked are verified by CWA Apprenticeship Office.
- Records are filed for DAS and DOL compliance.
- Employer receives confirmation that apprentice hours have been applied toward their program requirements.