

Employer FAQ

CWA District 9 Apprenticeship

This Frequently Asked Questions (FAQ) answers the most common employer questions about dispatch, supervision, compliance, and payments.

1. How do I request an apprentice?

Submit a **DAS 142 Dispatch Request Form** to the CWA Apprenticeship Office via email at cwajafc@yahoo.com or directly to our dispatch coordinator Jeneen Doctor at Jeneen@cwaattf.org. We will reach out to the listed contact and/or respond via email with information on available apprentices.

2. How long does it take to get an apprentice after I submit the DAS 142?

Most requests are filled within **24 hours**, depending on availability and job location. DAS 142s must be sent to the CWA Apprenticeship Office at 72 hours before the project start date.

3. What are my supervision responsibilities?

- Maintain a **1:5 journeyman-to-apprentice ratio** on public works projects. Unless otherwise agreed to in writing with an apprenticeship program (eg. 1:1 Ratio)
- Ensure a qualified journeyman is assigned as the direct supervisor.
- Provide apprentices with the same safety training and PPE as journeymen.

4. Who is responsible for apprentice safety?

Employers must provide orientation, enforce OSHA safety rules, and supply proper PPE. The Apprenticeship Office may conduct site visits to ensure compliance.

5. How do apprentices record and report their hours?

- Apprentices log hours daily.
- Supervisors review **timesheets weekly**.
- Employers keep timesheets on file for audit purposes.

6. How do I pay wages and contributions?

- Pay wages directly to apprentices at the **prevailing wage rate**.

- Send **training and fringe benefit contributions** to:
CWA District 9 Apprenticeship & Training Trust Fund
720 Charcot Ave, San Jose, CA 95131

7. Do I need to keep copies of the DAS 142 and timesheets?

Yes. Employers must keep dispatch forms, certified payroll, and timesheets for **at least 3 years** for compliance and audits.

8. What if my apprentice doesn't show up or is struggling?

Contact the Apprenticeship Office immediately. We will work with you to resolve attendance or performance issues.

9. What certifications will apprentices complete?

Apprentices earn **industry-recognized certifications** such as OSHA 10/30, CPR/First Aid, FOA CFOT (Fiber Optic Technician), Lockout/Tagout Certification, Confined Space Certification, FOA CPCT (Structured Cabling), CPR and First Aid Certification

10. Who do I contact if I have questions?

- **Dispatch & General Support:** Jeneen Doctor - Jeneen@cwaattf.org
- **Program Director:** Jonathan Alvarado – Jonathan@cwaattf.org
- **Office Locations:**
 - **San Jose:** 720 Charcot Ave., San Jose, CA 95131 | Jeneen@cwaattf.org
 - **Vallejo:** 195 Glen Cove Marina Rd, Suite 101, Vallejo, CA 94591 | Jeneen@cwaattf.org
 - **Fresno:** 4422 E Ashlan Ave, Fresno, CA 93726 | Lourdes@cwaattf.org
 - **Southern California:** 606 N Eckhoff St, Orange, CA 92868 | Elizabeth@cwaattf.org