

Program Letter head
Address
Phone/Fax number
Email address

Consultant Name
Apprenticeship Consultant
State of California/Dept. of Industrial Relations
Division of Apprenticeship Standards
San Diego Field Office
7575 Metropolitan Drive, Suite 209
San Diego, CA 92108

Date:

Re: Request for Trade certificate and Wallet card
Name of program and DAS file number

Dear Mr. or Ms.

The following employees have completed all of the on-the-job training and related instruction necessary for progression to journeyman; therefore, we are requesting trade certificates and wallet cards.

<u>NAME</u>	<u>SOC. SEC.</u>	<u>TRADE</u>	<u>COMPLETED DATE</u>
1.			
2.			
3.			
4.			

Should you need additional information, please contact me at (***program's contact number***)

Sincerely,

Program coordinator name
Coordinator