

# Work Permit Handbook

## For California Schools

Laws and Regulations  
Governing the Employment of Minors



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## Introduction

The issuance of work permits is a serious responsibility for California educators. This revised Work Permit Handbook is designed as a reference document for school personnel authorized in writing with the responsibilities of issuing work permits to minors. The handbook is a guide, and is not inclusive of all related laws and regulations.

## **CHAPTER 1**

### Work Permits

#### **Forms Required for the Employment of Minors**

The school responsible with the issuance of work permits is responsible for printing the forms required for the employment of minors. Masters of these forms may be obtained from the California Department of Education, Work Experience Education web-site located at <http://www.cde.ca.gov/ci/ct/we/> or through privately sold software. Two forms are required:

1. Statement of Intent to Employ A Minor and Request for Work Permit / Certificate of Age (CDE Form B1-1) (Rev. 07/10)
2. Permit to Employ and Work (CDE Form B1-4) (Rev. 07/10)

#### **Optional Forms for Employment of Minors**

1. Request for Volunteer-Unpaid Trainee Authorization for Minor (CDE Form B1-6) (DOC; 53KB; 1p.)
2. Statement of Intent for Self-Certification for Permit to Employ and Work (CDE Form B1-8) (DOC; 63KB 2pp.)

#### **Frequently Asked Questions**

Information to assist schools in the issuance of work permits may be located at [Frequently Asked Questions](#)

#### **General Regulations**

The following information is general and applies to the employment of minors:

When designated in writing by the school district superintendant:

- The B1-1 form must be filled in completely, including the signatures of employer and parent/legal guardian.
- The B1-4 form may be issued only when the completed B1-1 form is on file with the school/school district.
- Work permits are issued for specific employers.
- Each time a student/minor changes employers, a new work permit must be issued.
- If a student works at two jobs, both jobs together may not total more than the legal number of hours specified for his/her age group and circumstance.

- A day of rest from work is required if the total hours employed per week exceeds 30, or if more than 6 hours are worked on any one day during the week.
- If the state and federal laws are not the same, the higher standard (the provision that gives the most protection to employees) applies.
- School and/or school districts may set limits on daily and weekly hours worked that are more restrictive than those reflected in state and federal regulations.

When self-certifying a working knowledge of child labor laws and regulations pertaining to working minors (Public and Private school Principals or designated administrator):

- Shall self-certify working knowledge of the work permit process and requirements (may use CDE Form B1-8).
- All General regulations above apply.
- A copy of the CDE Form B1-1, CDE Form B1-4, and the self-certification shall be submitted to the district or county Superintendent.

### **Potentially Unsafe Environment**

In some instances, a minor may be working in an environment that has the potential for injury to the minor. In other words, the job tasks themselves are not dangerous or hazardous, but an unsafe environment could exist. For instance, a car wash in which the minor's responsibilities are to only wash windows and dry cars by hand; not to use the power machines.

In such a case, the work permit issuing authority is strongly urged to include wording in the "Remarks" section of the B1-4 form, Permit to Employ and Work, calling attention to the possibility that the environment could be hazardous for the minor.

This work permit is issued for the specific work duties as indicated on the Statement of Intent to Employ A Minor and Request for Work Permit.  
The employer must be aware that the work environment could, unknowingly, cause the minor to be exposed to dangerous and/or hazardous situations or equipment. It is the employer's responsibility to provide adequate supervision to maintain a safe working environment for the minor.

## Trainee

If all six of the following criteria apply, the trainee/student is NOT an employee within the meaning of the [FLSA](#):

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school (i.e., a curriculum is followed and the student is under continued and direct supervision either by representatives of the school or by employees of the business); and
2. The training is intended to benefit the trainee/student rather than to meet the labor needs of the business; and
3. The trainee/student does not displace a regular employee, does not fill a vacant position, does not relieve an employee of assigned duties, and does not perform services that, although not ordinarily performed by employees, clearly are of benefit to the business; and
4. The employer that provides the training derives no immediate advantage from the activities of the trainee/student and, on occasion, the employer's operations may actually be impeded; and
5. The trainee/student is not necessarily entitled to a job at the conclusion of the training period; and
6. The employer and the trainee/student understand that the trainee/student is not entitled to wages for the time spent in training.

Examples of unpaid training include:

- In a hospital – the student job-shadows a nurse following and observing.
- In a supermarket – the student does *simulated* work with other students and/or the teacher: rings-up baskets of groceries, makes change, learns assorted transactions, and returns groceries to the shelves.
- In an office – the student enters worthless data on a company computer that is not used to conduct business.

## Volunteer

An individual may serve as unpaid volunteer for public service, religious or humanitarian objectives. Typically authorized volunteer sites include *established* volunteer programs operated by charitable nonprofit organizations, governmental agencies, hospitals, and nursing homes. A student may be provided opportunities to participate in meaningful educational activities or programs. For example, a student may *choose* to assist with school fundraisers, deliver meals to the homebound, visit patients in nursing homes, or solicit contributions.

A student may be considered to be a “volunteer” within the meaning of the FLSA if the intent is clearly to donate his/her services for the public good. A person employed by a religious, charitable, governmental, or nonprofit organization is not allowed to “volunteer” the same type of services (any activity directly related to the job) during the weeks employed.

Examples of volunteers:

- The student *chooses* to participate voluntarily at the city’s established zoo volunteer program.
- The student volunteers as a “Candy Striper” to donate some spare time to helping patients in a hospital.

### **In-School Placement**

As part of the overall educational program, schools may permit or require a student to engage in various school-related work programs, within the school district, conducted primarily for the benefit of the student for periods of no more than an hour per day (or an equivalent amount of overall time).

Examples of in-school placement:

- The student helps in the school lunchroom for periods of 30 minutes to one hour per day.
- The student performs minor clerical work in the school office or library.

Application of the  
[Fair Labor Standards Act \(FLSA\)](#) to School-Related Programs

Do students have to be paid? Do FLSA child labor laws apply?

With respect to the individual student's placement at a business establishment, do all of the following criteria apply?

- |   |          |         |
|---|----------|---------|
| 1. The training, even though it includes actual operation of the employer's facilities, is similar to that which would be given in a vocational school (i.e., a curriculum is followed and the student is under continued and direct supervision either by representatives of the school or by employees of the business. | _____YES | _____NO |
| 2. The training is for the benefit of the trainee or student; such placement is <i>not</i> made to meet the labor needs of the business.  | _____YES | _____NO |
| 3. The trainee or student does not displace a regular employee, does not fill a vacant position, does not relieve an employee of assigned duties, and does not perform services that, although not ordinarily performed by employees, clearly are of benefit to the business.   | _____YES | _____NO |
| 4. The employer providing the training derives <i>no advantage</i> from the activities of the trainee or student and, on occasion, the employer's operations may actually be impeded.   | _____YES | _____NO |
| 5. The trainee or student is not necessarily entitled to a job at the conclusion of the training period.  | _____YES | _____NO |
| 6. The employer and the trainee or student understands that the trainee or student is not entitled to wages for the time spent in training.   | _____YES | _____NO |

YES to all six criteria: The individual student is NOT an employee within the meaning of the FLSA. Wages are not required.

NO to any of the six criteria: Either the business *or* the school system must compensate the student worker; both parties are jointly responsible for compliance with labor laws.

## CHAPTER 2

### Labor Law Charts

Labor law charts, which outline state regulations concerning the employment of minors, may be located in the *California Child Labor Laws Handbook*. This publication of the California Department of Industrial Relations, Division of Labor Standards Enforcement is located at <http://www.dir.ca.gov/DLSE/dlse.html> [Outside Source].

Labor law charts found the *California Child Labor Laws Handbook* are only summaries. Special rules or regulations may not be included in these charts. For more information regarding California labor laws, the reader should consult the Department of Industrial Relations, Division of Labor Standards Enforcement. For more specific information concerning federal regulations and the Federal Labor Standards Act (FLSA), contact the U.S. Department of Labor, Wage and Hour Division.

## **CHAPTER 3**

### Codes Relating to the Employment of Minors

#### California Codes

- *Business and Professions Code*
- *Education Code*
- *Family Code*
- *Government Code*
- *Insurance Code*
- *Labor Code*
- *Penal Code*
- *Vehicle Code*

#### California Code of Regulations

- *California Code of Regulations, Title 5*
- *California Code of Regulations, Title 8*

#### Federal Codes

- *Code of Federal Regulations, Title 29*

**CHAPTER 4**  
Code Index

[Business and Professions Code \(B&PC\)](#)

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25665	Persons Under 21 Years of Age on Premises

[Education Code \(EC\)](#)

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1777.6	Discrimination Against Apprentices Because of Race, Religions, Creed, etc.
2650	Definitions
2651	Prohibited Materials and Articles for Home Manufacture
2652	Investigations
2654	Order to Discontinue Industrial Homework Industry
2658	Employer's License; Necessity; Application; Form; Duration; Renewal; Fees; Suspension and Revocation; Transferability
2658.1	Unlicensed Persons; Failure to Prevent Taking Articles or Materials for Home Manufacture; Misdemeanor; Evidence
2658.5	Unlicensed Person; Employment of Home Workers; Permitting Home Manufacture; Misdemeanor; Penalty
2659	Permitting Home Manufacture by Person Lacking License or Permit
2660	Home Worker's Permit; Necessity; Fee; Duration; Application; Scope; Waiver of Fee
2660.1	Duty of Home Worker to Furnish Information to Division
2660.5	Home Manufacture Without Permit; Misdemeanor; Penalty
2661	Qualifications for Permit
2662	Revocation or Suspension of Permit; Grounds
2750	Definition
2750.5	Contractors; Presumption of Employee Status; Proof of Independent Contractor Status
2751	Commission Contracts; Required Provision; Formalities; Definitions
2752	Commission Contracts; Violations; Triple Damages
2802	Indemnification for Employee's Expenses and Losses in Discharging Duties; Award Interest; Definition
3077	Apprentice and Apprenticeship Agreement Defined; Term of

<b>Section</b>	<b>Title</b>
	Apprenticeship
3077.5	Maximum Age for Apprentices
3078	Apprenticeship Agreement; Required Provisions
3079	Approval and Execution of Agreement; Agreement Binding During Majority of Apprentice
3200	Workmen's Compensation as Meaning Workers' Compensation; Legislative Intent
3201	Legislative Declaration
3351	Employee; Inclusions
3351.5	Employee
3352	Employees; Exclusion
3353	Independent Contractor
3354	Employers of Household Employees; Exemption
3355	Course of Trade, Business, Profession, or Occupation
3356	Trade, Business, Profession, or Occupation
3357	Employee Presumption
3361.5	Volunteer Workers of Recreation and Park Districts
3363.5	Persons Performing Voluntary Services for Public Agency
3363.6	Persons Performing Voluntary Services for Private Nonprofit Organizations
3364.5	Person Performing Voluntary Services for School Districts
3368	Work Experience Education; Occupational Training Classes; Apprentices
3605	Payment of Compensation to Minor
3700	Security for Payment of Compensation
3702	Certificate of Consent to Self-Insure; Revocation
6400	Safe and Healthful Employment and Place of Employment
6401	Duty to Furnish Safety Devices and Adopt Safe Practices and Procedures
6401.5	Salvage of Materials Prohibited; Demolition in Progress
6401.7	Injury Prevention Programs
6402	Preventing Entry Into Unsafe or Unhealthy Place
6403	Failure to Furnish Safety Devices or Adopt Safe Practices and Procedures
6404	Occupancy or Maintenance of Unsafe or Unhealthful Place of Employment
6405	Construction of Unsafe or Unhealthful Place of Employment
6406	Unlawful Acts
6407	Compliance With Standards, Regulations, etc.
6408	Information for Employees
6409	Reports of Occupational Injury or Occupational Illness by Physicians; Employee's Report; Pesticide Poisoning; Filing; Occupational Illness Defines
6409.1	Occupational Injury or Illness Reports
6409.2	Fire or Police Agency at Accident Involving Employee; Notice by Telephone to Division of Occupational Safety and Health
6409.3	Treatment for Pesticide Poisoning To Not Be Deemed First Aid Treatment

[Penal Code \(PC\)](#)

<b>Section</b>	<b>Title</b>
273e	Places of Questionable Repute; Minors Not to Deliver Messages, etc., or Enter

<b>Section</b>	<b>Title</b>
273f	Sending Minors to Immoral Places

[Vehicle Code \(VC\)](#)

<b>Section</b>	<b>Title</b>
353	“Hazardous Material”
12515	Driving for Hire; Age Limit
15210	Definitions Applicable to Chapter
17706	Minor’s Negligence Imputed to Employer
17707	Minor’s Negligence; Exceptions
17708	Liability of Parent or Guardian
34500	Vehicles to Which Applicable

[California Code of Regulations, Title 5, \(5 CCR\)](#)

**Work Experience Education**

<b>Section</b>	<b>Title</b>
10070	District Plan for Work Experience Education
10071	Formal Training Agreements for Each Type of Work Experience Education
10072	Selection and Approval of Work Stations
10073	Related Classroom Instruction
10074	Supervision of Students
10075	Work Experience Education Teacher-Coordinator Minimum Qualifications

**Community Classrooms**

<b>Section</b>	<b>Title</b>
10080	Definition
10081	Academic Credit for Participation in Community Classroom
10082	Student Qualifications
10083	Teacher Responsibilities
10084	Records
10085	Related Classroom Instruction
10086	Selection and Approval of Community Classroom Training Stations
10087	Community Classroom Joint Venture Training Agreements and Plans
10088	Supervision of Students
10089	Student-Teacher Ratio
10090	Unpaid On-The-Job Experiences
10092	Scope
10100	Definition
10102	Academic Credit for Participation in Cooperative Vocational Education
10103	Student Qualifications
10104	Teacher Responsibilities
10105	Records
10105	Related Classroom Instructions
10107	Selection and Approval of Training Stations
10108	Cooperative Vocational Education Training Agreements and Individualized Training Plans
10109	Supervision of Students
10110	Student-Teacher Ratio

10111 Paid On-the-Job Experiences

### **Continuing Education**

<b>Section</b>	<b>Title</b>
11001	Programs of Guidance, Placement, and Follow-Up
11002	Instruction Based on Individual Needs
11003	Coordination Programs
11004	Separate Continuation High Schools

### **Independent Study Programs**

<b>Section</b>	<b>Title</b>
11700	Definitions
11700.1	Additional Definitions Applicable to Charter Schools
11701	District Responsibilities
11701.5	Equitable Provision of Resources and Services
11702	Requirements for Agreements
11703	Records

### **Provisions Unique to Charter Schools**

<b>Section</b>	<b>Title</b>
11704	Pupil-Teacher Ratio
11705	High School Graduation Requirements

### **Destruction of Records of School Districts - Period of Retention**

<b>Section</b>	<b>Title</b>
16023	Class 1 – Permanent Records
16024	Class 2 – Optional Records
16025	Class 3 – Disposable Records
16026	Retention Period
16027	Destruction of Records

### **[California Code of Regulations, Title 8 \(8 CCR\)](#)**

#### **Apprenticeship, Title 8**

<b>Section</b>	<b>Title</b>
205	Definitions
208	Wages, Employee Benefits, and Other Compensation for Apprentices
209	Overtime Provision
210	Working Conditions
212	Content of Apprenticeship Program Standards
251	Declaration of Policy0
252	Definitions

#### **Prohibited Occupations**

<b>Section</b>	<b>Title</b>
11701	Prohibited Occupations
11702	No Child Under 16 Years of Age Shall Work in Prohibited Occupations
11703	Further Prohibited Occupations
11704	No Child Under 16 Years of Age Shall Work in Prohibited Occupations

11705	Scope of Regulations and Definitions
11706	Dangerous Activities and Occupations for Minors Under 16 Years of Age
11706.1	Definition of “Door-to-Door” Selling
11706.2	Non-Abridgment of Rights of Regular News Carrier of Newspaper
11707	Further Dangerous Activities for Minors Under 16 Years of Age

### **Employment of Minors in the Entertainment Industry**

<b>Section</b>	<b>Title</b>
11750	Scope of Regulations and Definitions
11751	Entertainment Industry Defined; Employment of Minors in the Entertainment Industry
11752	Issuance of Permit to Employ Minor
11753	Procedure for Obtaining Entertainment Work Permit by Minor
11754	Blanket Permits
11755	Studio Teacher; Definition and Certification
11755.1	Filing Schedule
11755.2	Use of Studio Teachers
11755.3	Studio Teacher’s Authority
11755.4	Studio Teacher’s Remuneration
11756	Employers Taking Minors of Compulsory School Age from California to Work on Location in Another State
11757	Presence of Parents or Guardians of Minors Under 16 Years of Age
11758	Sanctions for Violation of the Labor Code of Regulations
11758.1	Other Grounds for Denial, Suspension or Revocation of Permit
11758.2	Appeal Rights of Permit Holder or Applicant upon Denial, Suspension or Revocation of Permit
11759	Travel Time for Minors Employed in the Entertainment Industry
11760	Working Hours of Minors
11761	Meal Period for Minors
11762	Minor’s General Supervision by Studio Teacher; Minor’s Accompaniment by Parent or Guardian Required for Certain Purposes Under Specified Conditions
11763	Work Time
11764	Work Time for Infants – Medical Examination
11765	Care of Children
11779	Penalties for Class “A” Violations
11779.1	Definition and Penalty for Willful Violation of Class “A” Type
11780.1	Agricultural Zone of Danger Violations
11781	Penalties for Class “B” Violations
11781.1	Definition and Penalty for Willful Violation of Class “B” Type
11782	Definition of Class “B” Violation
11782.1	Violations for Minor Employment in Manufacturing Establishments or Other Places Not Excepted
11783	Request, Notice, and Time of Hearing
11784	Conduct of Hearing
13500	Definition of “DIVISION”
13501	Filing of Complaint
13501.5	Form of Complaint

<b>Section</b>	<b>Title</b>
13501.6	Form of Complaint on Claim from Holder of Dishonored Payroll Check or Draft
13501.7	Form of Answer
13502	Conduct of Hearings
13505	Taking of Evidence
13506	Deputy Labor Commissioner's Authority
13507	Right to Counsel
13508	Continuances
13520	Definition of "Willful"
13600	Definitions
13601	Records
13602	Preliminary Information Required by Employer
13603	Inspections
13604	Revocations of Licenses or Permits
13620	Prohibiting Industrial Homework in the Garment Manufacturing Industry
13621	Definitions
13623	Conditions of Employment
13624	Effect of Invalid Sections
13670	Definitions
13670.1	Applicability of Subchapter 10
13671.1	Application for Registration
13672	Filing Schedule for Applications
13673	Registration Renewal Dates
13673.1	Change of Address or Doing Business as ("DBA") Name, Vehicle, or Vehicle License Number
13673.2	Registration Void; When
13675	Transfer of a Registration
13676	Suspension and Revocation of Registration and Denial of an Application
13676.1	Hearing to Revoke or Suspend a Registration or Deny an Application
13677	Inspections

[Code of Federal Regulations \(CFR\)](#)

**U.S. Department of Labor**

**Child Labor Regulations, Orders and Statements of Interpretation, Title 29**

<b>Section</b>	<b>Title</b>
570.2	Minimum Age Standards

**Employment of Minors Between 14 and 16 Years of Age**

<b>Section</b>	<b>Title</b>
570.31	Determination
570.33	Occupations
570.34	Occupations in Retail, Food Service, and Gasoline Service Establishments
570.35	Periods and Conditions of Employment
570.35a	Work Experience and Career Exploration Programs
570.36	Certificates of Age; Effect
570.37	Effect on Other Laws

**Occupations Particularly Hazardous for the Employment of Minors Between 16 and 18 Years of Age, or Detrimental to their Health or Well-Being**

<b><i>Section</i></b>	<b><i>Title</i></b>
570.50	General

## **APPENDIXES**

APPENDIX A

**DISTRICT LETTERHEAD**

Date: March 22, 2011

TO: Whom It May Concern

FROM: Name, Superintendent  
Your School/District/County Office of Education

SUBJECT: Authorization to Issue Work Permits

This letter is officially authorizing the following personnel to issue work permits according to Education Code § 49110:

Name	Title
Name	Title
Name	Title

All personnel listed above have a working knowledge of California labor laws and regulations as they relate to minors. If there are any questions pertaining to the issuance of work permits, please call ( ) xxx-xxxx.

Sincerely,

Name, Superintendent

## APPENDIX B

### DIRECTORY OF AGENCIES

Following is a listing of relevant governmental offices. Not all locations are listed; only some in various major cities. Complete listings of regional government offices may be found in the white pages of the telephone directory (blue-edged pages). Look under "Government," "State" or "United States," and check for department sub-headings.

Questions relating to the issuance of work permits:

Kimberly B. Born, Consultant  
California Department of Education  
1430 N Street, Suite 4503  
Sacramento, CA 95814  
E-mail: [KBorn@cde.ca.gov](mailto:KBorn@cde.ca.gov)

Questions relating to paychecks, child labor, entertainment, hours worked, minimum wage, overtime, rest and meal breaks, work permits, vacations, and vacation pay:

Department of Industrial Relations; Division of Labor Standards Enforcement

#### Bakersfield

5555 California Avenue, Suite 200  
Bakersfield, CA 93309  
(661) 395-2710  
(661) 859-2462 (fax)

#### Redding

2115 Civic Center Drive, Room 17  
Redding, CA 96001  
(530) 225-2655  
(530) 229-0565 (fax)

#### San Jose

100 Paseo de San Antonio, Room 120  
San Jose, CA 95113  
(408) 277-1266  
(408) 277-3711 (fax)

#### El Centro

1550 W. Main Street  
El Centro, CA 92243  
(760) 353-0607  
(760) 353-2544 (fax)

#### Sacramento

2031 Howe Avenue, Suite 100  
Sacramento, CA 95825  
(916) 263-1811  
(916) 263-5378 (fax)

#### Santa Ana

605 West Santa Ana Boulevard,  
Bldg. 28, Room 625  
Santa Ana, CA 92701  
(714) 558-4910  
(714) 558-4574 (fax)

#### Eureka

619 Second Street, Room 109  
Eureka, CA 95501  
(707) 445-6613  
(707) 441-4604 (fax)

#### Salinas

1870 N. Main Street, Suite 150  
Salinas, CA 93906  
(831) 443-3041  
(831) 443-3029 (fax)

Santa Barbara

411 E. Canon Perdido, Room 3  
Santa Barbara, CA 93101  
(805) 568-1222  
(805) 965-7214 (fax)

Fresno

770 E. Shaw Avenue, Suite 222  
Fresno, CA 93710  
(559) 244-5340  
(559) 248-8398 (fax)

San Bernardino

464 W. Fourth Street, Room 348  
San Bernardino, CA 92401  
(909) 383-4334  
(909) 889-8120 (fax)

Santa Rosa

50 "D" Street, Suite 360  
Santa Rosa, CA 95404  
(707) 576-2362  
(707) 576-2459 (fax)

Long Beach

300 Oceangate, Suite 302  
Long Beach, CA 90802  
(562) 590-5048  
(562) 491-0160 (fax)

San Diego

7575 Metropolitan Drive, Room 210  
San Diego, CA 92108  
(619) 220-5451  
(619) 682-7221 (fax)

Stockton

31 E. Channel Street, Room 317  
Stockton, CA 95202  
(209) 948-7771  
(209) 941-1906 (fax)

Los Angeles

320 W. Fourth Street, Suite 450  
Los Angeles, CA 90013  
(213) 620-6330  
(213) 576-6227 (fax)

San Francisco

455 Golden Gate Avenue, 10th Floor  
San Francisco, CA 94102  
(415) 703-5300  
(415) 703-5444 (fax)

Van Nuys

6150 Van Nuys Boulevard, Room 206  
Van Nuys, CA 91401  
(818) 901-5315  
(818) 908-4556 (fax)

Oakland

1515 Clay Street, Suite 801  
Oakland, CA 94612  
(510) 622-3273  
(510) 622-2660 (fax)

San Francisco - Headquarters

455 Golden Gate Avenue, 9th Floor  
San Francisco, CA 94102  
(415) 703-4810

Questions relating to Federal Labor Standards Act, dangerous or hazardous occupations/equipment, child labor laws:

U.S. Department of Labor; Wage and Hour Division:

All California regional offices can be contacted through one toll-free telephone number:  
(866) 4 US WAGE (487-8243)

Questions relating to discrimination, sexual harassment, maternity leave:

Department of Fair Employment and Housing:

All California regional offices can be accessed through one toll-free telephone number:  
(800) 884-1684

Questions relating to apprenticeship programs:  
Department of Apprenticeship Standards

San Francisco Operational Services

455 Golden Gate Avenue, 10th floor  
San Francisco, CA 94102

(415) 703-4920

(415) 703-5477 (fax)

Senior consultant:

Glenna Linn

E-mail: [glinn@dir.ca.gov](mailto:glinn@dir.ca.gov)

Audit Unit

2550 Mariposa Mall, Suite 3080

Fresno, CA 93721

(559) 445-5431

(559) 445-6294 (fax)

Senior Consultant:

Rachel Freeman

E-mail: [rfreeman@dir.ca.gov](mailto:rfreeman@dir.ca.gov)

San Francisco District Office

455 Golden Gate Avenue, 10th floor

San Francisco, CA 94102

(415) 703-1128

(415) 703-5427 (fax)

Senior consultant:

Victor Aguirre

E-mail: [vaquirre@dir.ca.gov](mailto:vaquirre@dir.ca.gov)

San Jose

100 Paseo de San Antonio, Room 125

San Jose, CA 95113

(408) 277-1273

(408) 277-9612 (fax)

Senior consultant:

Esther Gamberutti

E-mail: [egamberutti@dir.ca.gov](mailto:egamberutti@dir.ca.gov)

Sacramento

2424 Arden Way, Suite 160

Sacramento, CA 95825

(916) 263-2877

(916) 263-0981 (fax)

Senior consultant:

Don Merrill

E-mail: [dmerrill@dir.ca.gov](mailto:dmerrill@dir.ca.gov)

Fresno

2550 Mariposa Mall, Room 3080

Fresno, CA 93721

(559) 445-5431

(559) 445-6294 (fax)

Senior consultant:

Esther Gamberutti

E-mail: [egamberutti@dir.ca.gov](mailto:egamberutti@dir.ca.gov)

Los Angeles

320 West 4th Street, Suite 830

Los Angeles, CA 90013

(213) 576-7750

(213) 576-7758 (fax)

Senior consultant:

Stephanie Foster

E-mail: [safoster@dir.ca.gov](mailto:safoster@dir.ca.gov)

San Diego

7575 Metropolitan Drive, Suite 209

San Diego, CA 92123

(619) 767-2045

(619) 767-2047 (fax)

Area administrator:

Richard Robles

E-mail: [rrobles@dir.ca.gov](mailto:rrobles@dir.ca.gov)

Electrician Certification Unit

(415) 703-4919

Registration, application and certification

Prometric

800-805-9123

[www.prometric.com/California/Electrical](http://www.prometric.com/California/Electrical)

APPENDIX C  
**Internet Addresses**

California Department of Education	<a href="http://www.cde.ca.gov">www.cde.ca.gov</a>
California Legislative Information	<a href="http://www.leginfo.ca.gov">www.leginfo.ca.gov</a>
California Codes (29 codes; from Business and Professions Code through Water Code)	<a href="http://www.leginfo.ca.gov/calaw">www.leginfo.ca.gov/calaw</a>
Codes of Regulations (Titles 1 through 28)	<a href="http://www.calregs.com">www.calregs.com</a>
Department of Industrial Relations	<a href="http://www.dir.ca.gov">www.dir.ca.gov</a>
IWC Wage Orders; 2001	<a href="http://www.dir.ca.gov/IWC/WageOrderIndustries">www.dir.ca.gov/IWC/WageOrderIndustries</a>
U.S. Department of Labor	<a href="http://www.dol.gov">www.dol.gov</a>
National School-to-Work	<a href="http://www.stw.ed.gov">www.stw.ed.gov</a>
STW & Employer Liability	<a href="http://www.stw.ed.gov/factsht/emplia.htm">www.stw.ed.gov/factsht/emplia.htm</a>
California School-to-Career	<a href="http://www.stc.cahwnet.gov">www.stc.cahwnet.gov</a>