

**TO: THE DIVISION OF APPRENTICE STANDARDS**

**I \_\_\_\_\_ HAS BEEN THE PERSON NAMED**  
(Please Print)  
**TO HANDLE ALL QUESTIONS AND COMPLAINTS BY THE APPRENTICE AND**  
**TO HANDLE ALL GRIEVANCES IN A QUICK AND CONFIDENTIAL WAY.**

**Signed \_\_\_\_\_**  
**Company Representative** (Please Sign In Blue Ink)