

March 3, 2010

NOTICE

To

Apprentices

Apprentice Travel Letters, Log Books and Tuition Refunds will be dealt with, at the Local 682 Business Office, between the hours of 9:00 AM and 2:00PM.

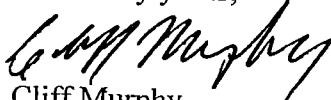
Apprentices arriving at the Local 682 Business Office after 2:00PM for business other than paying dues will have to return the following day.

Travel letters will not be issued until the Apprentice has met with the Business Manager.

Travel letters will not be issued unless the Apprentice has the appropriate level of Practical Skills signed off by a Journeyperson complete with Certificate of Qualification entered both in the *Area of Competency* and the *Supervising Journeyperson Information Section*.

It is the responsibility of the U.A. Local 682 apprentice to look after and keep a professional up to date record in the Apprenticeship Log Book and failure to do so does not meet the spirit of *The United Association Standard of Excellence* and is just cause for cancellation of the Apprenticeship Agreement.

Fraternally yours,


Cliff Murphy
Business Manager

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