

A. Complaint Procedures – 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

- 1. Complaints regarding discrimination. Any individual who believes that he or she has been or is being discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability with regard to apprenticeship, or who believes he or she has been retaliated against as described in § 30.17, may file a written complaint. Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:**

Name: Alabama Office of Apprenticeship

Address: One Technology Court

Montgomery, AL 36116

Telephone Number: 334-280-4414

Email Address: info@alapprentice.org

- 2. General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency, provided in Section J. General complaints should be directed to the following contact:

Name: Cynthia Mullinax

Title: Nursing Program Director

Address: 1001 George Wallace Dr.

Gadsden, AL 35903

Telephone Number: 256-549-8452

Email Address: cmullinax@gadsdenstate.edu

B. Registration Agency General Contact Information – 29 CFR § 29.5(b)(17)

The Registration Agency is the Alabama Office of Apprenticeship. General inquiries, notifications, and requests for technical assistance may be submitted to the Registration Agency using the contact information below:

Name: [Meredith Smith](#)

Title: [Assistant Director](#)

Address: [One Technology Court](#)

[Montgomery, AL 36116](#)

Telephone Number: [205-335-2923](#)

Email Address: Meredith.smith@commerce.alabama.gov