



Montana Department of
LABOR & INDUSTRY

WORKFORCE SERVICES DIVISION

APPRENTICESHIP & TRAINING PROGRAM

PO BOX 1728

HELENA, MONTANA 59624-1728



GOVERNOR STEVE BULLOCK

(406)444-3998

August 20, 2014

Mr. Kevin Hayes
Publications Coordinator
Montana Legislative Services Division

Dear Mr. Hayes:

In pursuant to 5-11-210. – **Clearinghouse for Reports to the Legislature**, I am submitting the following information:

- A. The title of the report will read as follows:
Apprenticeship and Training Program, Biennial Report for 2013 & 2014, Submitted to Governor Steve Bullock, Prepared by: The Apprenticeship and Training Program, Montana Department of Labor and Industry.
- B. The report will contain an introduction describing the program's mission and then is divided into five informational topics. The topics include: History and administration of the program; Program activities for the biennium; Special projects; Projections, goals and program statistics. The report is comprehensive concerning the major aspects of the program but is designed for quick reading. The length of the report averages 20 to 30 pages.
- C. 250 copies of the report is recommended.
- D. 200 reports historically satisfy required demand and any remaining reports are used for informational purposes by the program.
- E. The estimated and historical cost of each report is \$4.35 and the estimated total cost for 150 reports would run \$1087.50. The State Publications and Graphics Bureau would publish the report. If I can be of further information concerning this matter, please feel free to call me at 406-444-3556.

Sincerely Yours,

Darrell Holzer, State Director
Apprenticeship and Training Program
Department of Labor and Industry

C: Andy Huff, Legal Counsel, Governor's Office