**Section 270.200 Contents and Filing of a Report**

a) By January 15 of each year, each labor organization or other entity must submit an apprenticeship report to the Illinois Department of Labor regarding all individuals participating in its construction apprenticeship program.

b) The apprenticeship report must include the following information on apprentices in the apprenticeship program of that labor organization or other entity during the preceding calendar year:

1) the official name of the apprenticeship program;

2) contact information for an authorized representative of the apprenticeship program, including name, address, phone number and email address;

3) a verification statement that the records are true and accurate; and

4) the race, gender, ethnicity and national origin for each apprentice in the program.

c) Each apprenticeship report shall be submitted on a form prescribed by the Department. This form is available on the Department's website.

d) All apprenticeship reports shall be filed with the Department's Springfield office at 1 W. Old State Capitol Plaza, Room 300, Springfield IL 62701 and will be considered filed upon receipt.