



NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL
2023 Non-Joint Standards of Apprenticeship

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

Air Conditioning Trade Association, UAC

FOR

ALL OCCUPATIONS IDENTIFIED IN APPENDIX A

APPROVED BY

**NEVADA LABOR COMMISSIONER AND
THE NEVADA STATE APPRENTICESHIP COUNCIL**

Toni Giddens, Nevada State Apprenticeship Director

REGISTRATION DATE: _____

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**REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP ACT
IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP
ESTABLISHED BY THE U.S. DEPARTMENT OF LABOR, THE NEVADA LABOR COMMISSIONER,
AND THE NEVADA STATE APPRENTICESHIP COUNCIL**

TABLE OF CONTENTS

	Page
Table of Contents	2
Foreword	3
SECTION 1 Program Administration	4
SECTION 2 Equal Opportunity Pledge	5
SECTION 3 Affirmative Action Plan and Selection Procedures	5
SECTION 4 Qualifications for Apprenticeship	6
SECTION 5 Apprenticeship Agreement	6
SECTION 6 Supervision of Apprentices and Ratios	7
SECTION 7 Term of Apprenticeship	7
SECTION 8 Probationary Period	7
SECTION 9 Hours of Work	8
SECTION 10 Apprentice Wage Progression	8
SECTION 11 Credit for Previous Experience	8
SECTION 12 Work Experience	8
SECTION 13 Related Instruction	9
SECTION 14 Safety and Health Training	9
SECTION 15 Maintenance of Records	9
SECTION 16 Certificate of Completion of Apprenticeship	10
SECTION 17 Notice to Registration Agency	10
SECTION 18 Registration, Cancellation, and Deregistration	10
SECTION 19 Amendments and Modifications	11
SECTION 20 Adjusting Differences; Complaint Procedure	11
SECTION 21 Transfer of an Apprentice and Training Obligation	13
SECTION 22 Responsibilities of the Apprentice	13
SECTION 23 Technical Assistance	14
SECTION 24 Conformance with Federal and State Laws and Regulations	14
SECTION 25 Definitions	14
SECTION 26 Official Adoption of Apprenticeship Standards	17

Appendix A - Work Process Schedules and Related Instruction Outline

Appendix B - Apprenticeship Agreement and Certification of Completion of Apprenticeship

Appendix C - Affirmative Action Plan

Appendix D - Qualifications and Selection Procedures

Appendix E - Employer Acceptance Agreement

FOREWORD

These **Air Conditioning Trade Association UAC (UAC Committee)** apprenticeship standards have as their objective the training of Sheet Metal Workers occupation skilled in all phases of Sheet Metal Workers industry. **Air Conditioning Trade Association UAC** acting as sponsor, recognize that to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these standards of apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as well as the Nevada Labor Commissioner, and the Nevada State Apprenticeship Council, as a basis from which the sponsor can work to establish an apprenticeship training program that meets the needs of the area.

SECTION 1 – PROGRAM ADMINISTRATION

The Air Conditioning Trade Association is the program sponsor and is responsible for the administration of all aspects of the Registered Apprenticeship program. The sponsor shall administer the program through the Unilateral Apprenticeship Committee (UAC), which is authorized to carry out the duties and responsibilities of the sponsor in accordance with these standards.

The program shall be administered in accordance with applicable federal and state apprenticeship regulations, including 29 CFR Part 29 and Nevada Revised Statutes Chapter 610.

Responsibilities of the Sponsor

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that all apprentices are under written apprenticeship agreements.
- C. Ensure in writing an employer agrees to pay the applicable apprenticeship wage and the costs of the training assessed to the apprentice.
- D. Review and recommend apprenticeship activities in accordance with this program.
- E. Establish the minimum standards of education and experience required of apprentices.
- F. Register the local apprenticeship standards with the Registration Agency.
- G. Hear and resolve all complaints of violations of apprenticeship agreements.
- H. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
- I. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.
- J. Certify to the Registration Agency that apprentices have successfully completed their apprenticeship program.
- K. Notify, within 10 days, the Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations with explanation of causes.
- L. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and journey workers.
- M. Provide each apprentice with a copy of these standards, along with any applicable written rules and policies. Require the apprentice to sign an acknowledgment receipt of same. Follow this procedure whenever revisions or modifications are made to the rules and policies.
- N. When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor will determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found during this determination that the apprentice does not have the ability or desire to continue the

training to become a journey worker, the sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in NRS 610.180 and 29 CFR § 29.7(h)(1)(2)(i) and (ii).

- O. The employer will provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor is unable to fulfill its training and/or employment obligation in conformance with these standards, the sponsor will, per Section 21 of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another registered employer for completion of the apprenticeship.

If conditions of business make it necessary to temporarily suspend the period of apprenticeship, apprentices suspended for this reason will be given the opportunity to resume their active apprenticeships before any additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice and in accordance with the company policy for breaks in seniority.

SECTION 2 - EQUAL OPPORTUNITY PLEDGE – NRS 610.144, NAC 610.540 and 29 CFR §§ 29.5(b)(21) and 30.3(b)

The UAC Committee will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The UAC Committee will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under NRS 610.144 Nevada State Plan for Equal Opportunity, and 29 CFR § 30.

The UAC Committee will take Affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30 and Nevada State Plan for EEO. The UAC Committee shall not discriminate against a qualified individual with a disability because of the disability of such individual. The UAC Committee will provide reasonable accommodation to individuals as required by federal, state, or local disability law.

SECTION 3 - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES – NAC 610.810 and 29 CFR §§ 29.5(b)(21), 30.4, and 30.5

The UAC Committee is required to provide a written selection procedure (Appendix D), which will become part of these standards of apprenticeship. If UAC registers five or more apprentices, we will adopt an Affirmative Action Plan (Appendix C) as required under title 29, CFR part 30.

For programs with fewer than five apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

SECTION 4 - QUALIFICATIONS FOR APPRENTICESHIP – NRS 610.144 NAC 610.090 and 29 CFR § 29.5(b)(10)

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

A. Age

Minimum qualifications required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 18 years.

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicant must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.

C. Driver's License and/or Valid Identification

All applicants must have a current, valid driver's license or identification.

D. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants may be subject to a physical agility test, fitness test, or screen for the current illegal use of drugs or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the employer.

E. Aptitude Test

All applicants must pass each Assessment test with a 70% or higher score.

- Math Assessment
- Trade Knowledge Assessment

The aptitude test shall not be used as the sole factor of disqualifying an applicant.

F. Other

N/A

SECTION 5 - APPRENTICESHIP AGREEMENT - NRS 610.150, NRS 610.160 and 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written apprenticeship agreement (Appendix B) which can be submitted electronically through the Registered Apprenticeship Partners Information Data System (RAPIDS) or its successor, using the Apprentice Electronic Registration process by the sponsor and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. The sponsor shall provide a copy of the apprenticeship agreement to the apprentice, the Registration Agency, and the employer. An additional copy will be provided to the veteran's state approving agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the UAC Committee's written rules and policies, and the apprenticeship agreement. The Nevada State Apprenticeship Council, via the Registration Agency will be advised within 10 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION 6 - SUPERVISION OF APPRENTICES AND RATIOS - NRS 610.144 and 29 CFR § 29.5(b)(14) and 29 CFR § 29.5(b)(7)

No apprentice shall work without proper or adequate supervision of the journey worker.

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is always under the supervision of a fully qualified journey worker or supervisor who is responsible for making work assignments, providing on-the-job learning (OJL), and ensuring safety at the worksite.

To supervise an apprentice adequately or properly does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

The sponsor shall establish a numeric ratio of apprentices to fully proficient workers (journey workers) consistent with proper supervision, training, safety, continuity of employment. The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or plant. The ratio of apprentices to fully proficient workers (journey workers) will be as noted in each Appendix A.

SECTION 7 - TERM OF APPRENTICESHIP - 29 CFR § 29.5(b)(2) NRS 610.144(3)(b)

The term of the occupation will be time-based and require completion of 6500 hours of On-the-Job Learning (OJL) supplemented by 1052 hours of Related Technical Instruction (RTI) as outlined in the Work Process Schedules and Related Instruction Outline (Appendix A).

SECTION 8 - PROBATIONARY PERIOD – NRS 610.150, NRS 610.144, and 29 CFR §§ 29.5(b)(8) and 29.5(b)(20)

All applicants selected for apprenticeship shall serve a probation period of not less than the first 12 months (1625 hours) of OJL

During the probationary period, either the apprentice or the UAC Committee may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice or may be suspended or cancelled by the UAC Committee for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the UAC Committee will provide written notice to the apprentice and to the Nevada State Apprenticeship Council via the Registration Agency of the final action taken. Cancellation of an apprenticeship agreement during the probationary period shall not have an adverse impact on the sponsors completion rate.

SECTION 9 - HOURS OF WORK

Apprentices will generally work the same hours as fully proficient workers (journey workers), except that no apprentice shall be allowed to work if it interferes with attendance in related instruction classes. Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until they have accrued the required number of hours of training.

SECTION 10 - APPRENTICE WAGE PROGRESSION – NRS 610.144 and 29 CFR § 29.5(b)(5)

Apprentices shall be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the Air Conditioning Trade Association shall evaluate all progress to determine whether advancement has been earned by satisfactory on-the-job training and in related instruction classes. In determining whether satisfactory progress has been made, the Air Conditioning Trade Association shall be guided by work experience and related instruction records and reports.

The percentages that will be applied to the applicable fully proficient or journey worker rate are shown on the attached Apprentice Wage Schedule, Work Process Schedules and Related Instruction Outlines (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.

SECTION 11 - CREDIT FOR PREVIOUS EXPERIENCE – NRS 610.140 and 29 CFR §§ 29.5(b)(12) and 30.4(c)(8)

UAC Committee may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards.

Apprentice applicants requesting up to 12 months of credit for prior experience gained outside the sponsor's supervision must submit their request during the application process and pass the Challenge Exam with a score of 70% or higher.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the apprenticeship committee, ranging from more than 12 months up to 42 months, must follow these procedures: 1. Work for an ACTA-approved contractor who is willing to sponsor their training. 2. Have at least 10 years of experience in the HVAC Sheet Metal Trade. 3. Complete a Challenge Exam, which must be passed with a minimum score of 70% to gain credit. 4. The summary letter and Challenge Exam results will be submitted to the UAC Committee for final approval of credit.

An apprentice granted credit shall be advanced to the wage rate designated for the period to which such credit accrues.

SECTION 12 - WORK EXPERIENCE – NRS 610.144 and 29 CFR § 29.5(b)(3)

During the apprenticeship, the apprentice shall receive such on-the-job training and related technical instruction in applicable phases or phases of the occupation necessary to develop the skill and proficiency of a skilled employable journeyworker. The on-the-job training shall be under the guidance of qualified journeyworkers.

The Work Process for the occupation are outlined in Appendix A -Work Process Schedule, which identifies the major occupational work processes and the approximate hours to be spent in each process area.

SECTION 13 - RELATED INSTRUCTION – NRS 610.144 and 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A, with a minimum of 252 hours of related instruction required for each year of the apprenticeship. Apprentices agree to take such courses as the UAC Committee deems advisable. The UAC Committee will secure the instructional aids and equipment it deems necessary to provide quality instruction. Although the apprentice shall not pay for costs of training, the UAC Committee may require apprentice to pay the costs of his or her books and tools. In cities, towns, or areas having no vocational schools or other schools that can furnish related instruction, the UAC Committee may require apprentices to complete the related instruction requirement through electronic media or other instruction approved by the Registration Agency.

Apprentices will not be paid for hours spent attending related instruction classes.

Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the UAC Committee will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The UAC Committee will monitor and document the apprentice's progress in related instruction classes.

The UAC Committee will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. All instructors shall meet the State Department of Education's requirements or vocational-technical instructors in the state of registration and/or be recognized as a subject matter expert, e.g., journeyworker. UAC Committee may require the instructors to attend instructor training to meet the requirements of NRS 610.144 and 29 CFR § 29.5(b)(4)(i)(ii) or state regulations.

SECTION 14 - SAFETY AND HEALTH TRAINING - NRS 610.144 and 29 CFR § 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on the job and in related instruction that follow the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards.

SECTION 15 - MAINTENANCE OF RECORDS - NRS 610.144 and 29 CFR §29.5(b)(6), 29.5(b)(23), and 30.8

The UAC Committee is responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJL;
- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship.

The UAC Committee will maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the UAC Committee's outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. For a complete list of records that each sponsor is required to maintain under NRS 610.144 (please refer to NAC 610.910) and 29 CFR § 30 (please refer to 29 CFR § 30.8).

All such records are the property of the UAC Committee and will be maintained for a period of five years from the date of last action. They will be made available to the Registration Agency upon request.

SECTION 16 - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - NRS 610.120 and 29 CFR § 29.5(b)(15), and Circular 2015-02

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the UAC Committee will certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (RAPIDS) or its successor, or in writing using the supplied U. S. Department of Labor, ETA, Office of Apprenticeship, Application for Certification of Completion of Apprenticeship Form in (Appendix B), accompanied by the appropriate documentation for both on-the-job learning and the related instruction as may be required by the Registration Agency.

SECTION 17 - NOTICE TO REGISTRATION AGENCY - NRS 610.160 and 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(19)

The Nevada State Apprenticeship Council, via the Registration Agency, must be notified within 10 days of any apprentice action—for example, registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, cancelled—and a statement of the reasons for such actions.

SECTION 18 - REGISTRATION, CANCELLATION, AND DEREGISTRATION - NRS 610.095, NRS 610.180, and 29 CFR §§ 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)

These standards will, upon adoption by the UAC Committee, be submitted to the Nevada State Apprenticeship Council for approval. Such approval will be required before implementation of the program.

The UAC Committee reserves the right to discontinue at any time the apprenticeship program set forth herein. The UAC Committee will notify the Nevada State Apprenticeship Council via Registration Agency within 30 days in writing of any decision to cancel the program.

The Nevada State Apprenticeship Council may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein, including NAC 610 and NRS 610. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

The UAC Committee will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the UAC Committee's request, the sponsor will notify the apprentice(s) within 10 days of the date of the Nevada State Apprenticeship Council's acknowledgment of the UAC Committee's request. If the Nevada State Apprenticeship Council orders the deregistration of the apprenticeship program, the UAC Committee will notify the apprentice(s) within 10 days of the effective date of the order. This notification will conform to the requirements of NAC 610 and 29 CFR § 29.8.

SECTION 19 - AMENDMENTS AND MODIFICATIONS - NRS 610.150 and 29 CFR § 29.5(b)(18)

These standards may be amended or modified at any time by the UAC Committee, provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Nevada State Apprenticeship Council for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION 20 - ADJUSTING DIFFERENCES: COMPLAINT PROCEDURE – NRS 610.180 and 29 CFR § 29.5(b)(22), 29.7(k), and 30.11

The UAC Committee will have full authority to enforce these standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects their participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

NRS 610.180 and 29 CFR § 29.7(k)

The UAC Committee will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 10 days of the alleged violations. The UAC Committee will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Nevada State Apprenticeship Council for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints, as specified in Appendix B:

Air Conditioning Trade Association
Jill Mojica
1360 Greg Street, Suite 105
Sparks, NV 89431
jmojica@actrade.ac 888-486-4464 ext. 101

NRS 610.180 and 29 CFR § 30.11

Any apprentice or applicant for apprenticeship who believes that they have been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to their selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the Nevada State Apprenticeship Council, via Registration Agency or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards provided in NRS 610.144 and 29 CFR § 30.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Nevada State Apprenticeship Council must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Nevada State Apprenticeship Council for good cause shown.

Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under NRS 610.180 and 29 CFR § 30 and the procedures set forth above. The sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

NAC 610.460 Dismissal of apprentice; reconsideration of dismissal; appeal from final decision. ([NRS 610.090](#), [610.140](#), [610.180](#))

1. The UAC committee may cancel an agreement with any apprentice and dismiss them. Upon such a cancellation and dismissal, the UAC committee shall serve written notice of the dismissal upon the apprentice and notify them of the right to request the UAC committee to reconsider its decision. Such a notification must be given by certified or registered mail.

2. The apprentice may make such a request by filing a written notice of the request with the UAC committee within 30 days after the date on which the notice of dismissal from the program is deposited in the mail.

3. Within 30 days after receipt of a request or at its next scheduled meeting, whichever is sooner, the UAC committee shall hold a hearing for the reconsideration. The UAC committee shall notify:

(a) The apprentice of the UAC committee's final decision upon reconsideration and of the right to appeal from that decision to the Council if the UAC committee has affirmed the dismissal; and

(b) The Council of the UAC committee's final decision upon reconsideration.

4. The UAC committee shall prepare a record of the hearing required pursuant to subsection 3 that includes, without limitation, an explanation of the final decision of the UAC committee.

5. The apprentice may appeal from the UAC committee's final decision to the Council by filing a written notice of appeal with the Council. This appeal must be filed within 30 days after the date on the notice of cancellation from the UAC committee.

The apprentice may appeal to:

**NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL
3300 W. Sahara Ave., Suite 225
Las Vegas, NV 89102
NEVADASAC@labor.nv.gov**

SECTION 21 - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - NRS 610.090 and 29 CFR § 29.5(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and OJL by the committee or program sponsor.
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

If an employer is unable to fulfill its training obligation due to lack of work or failure to conform to the Standards of Apprenticeship, the Air Conditioning Trade Association will move the affected apprentice(s) to other participating employers.

SECTION 22 - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the UAC Committee, agree to all the terms and conditions contained herein and agree to abide by the UAC Committee's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the UAC Committee may deem necessary to become a skilled journey worker.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the UAC Committee.
- B. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- C. Work for the employer to whom the apprentice is assigned for the duration of the apprenticeship, unless the apprentice is reassigned to another employer, or the apprenticeship agreement is terminated by the UAC Committee.

SECTION 23 - TECHNICAL ASSISTANCE

Technical assistance, such as that from the U.S. Department of Labor's Office of Apprenticeship, the Nevada Labor Commissioner, Nevada State Apprenticeship Council, and vocational schools, may be requested to advise the UAC Committee.

The UAC Committee is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION 24 - CONFORMANCE WITH FEDERAL AND STATE LAWS AND REGULATIONS

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal or Nevada State Law or Regulation.

SECTION 25 - DEFINITIONS

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with the local sponsor providing for training and related instruction under these standards and who registers with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER/RAPIDS): An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the sponsor setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with

respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the Registration Agency.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

CERTIFICATE OF TRAINING: A credential that may be issued by the U.S. Department of Labor's Office of Apprenticeship, Nevada Labor Commissioner, or by the Nevada State Apprenticeship Council administrator to those registered apprentices whom the sponsor has certified in writing to the Registration Agency as having successfully met the requirements to receive an interim credential.

ELECTRONIC MEDIA: Media that utilizes electronics or electromechanical energy for the end user (audience) to access the content. Includes, but is not limited to, electronic storage media, transmission media, the Internet, extranets, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYER: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

HYBRID OCCUPATION: An occupation using an apprenticeship approach that measures the individual apprentice's skill acquisition through a combination of a specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

INTERIM CREDENTIAL: A credential may be issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice.

JOB CORPS CENTER: Any of the federally funded Job Corps centers throughout the U.S. and Puerto Rico. Job Corps serves youths and young adults 16-24 years of age. Sponsors that wish to hire Job Corps graduates who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Qualifications and Selection Procedures.

JOURNEYWORKER/FULLY COMPETENT WORKER: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. These terms may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

O*NET-SOC CODE or its successor: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an O*NET-SOC Code. Use of the SOC classification as a basis for the O*NET Codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PROVISIONAL REGISTRATION: The one-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in NAC 610.357 and 29 CFR §§ 29.3(g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS) or its successor: A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY and FIELD REPRESENTATIVE: The U.S. Department of Labor's Office of Apprenticeship, Nevada Labor Commissioner, or the Nevada State Apprenticeship Council that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR § 29 and 30, and conducting quality assurance assessments.

The field representative shall mean the person designated by Office of Apprenticeship to service this program.

The Registration Agency and field representative identified are:

Nevada Labor commissioner and/or Nevada State Apprenticeship Council 702-486-2650

and

U.S. Department of Labor, Office of Apprenticeship 702-388-6396

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

SPONSOR: Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. That assumes the full responsibility for administration and operation of the apprenticeship program.

STANDARDS OF APPRENTICESHIP: This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the Registration Agency.

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

TIME-BASED OCCUPATION: An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

TRANSFER: A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

UAC Committee: The Unilateral Apprenticeship Committee (UAC) is an Air Conditioning Trade Association appointed committee that is responsible for the administration and enforcement of the Apprenticeship Standards. The Craft name is often used as a prefix (i.e. UAC means Unilateral Apprenticeship Committee.) Unlike other programs, there's only one committee for all crafts, although each area has regional sub-committees.

YOUTHBUILD: A youth and community development program that addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In Youth Build programs, low-income young people ages 16-24 work toward their high school diploma or General Educational Development (GED) equivalency, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society. Sponsors that wish to hire Youth Build students who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Selection Procedures.

