



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

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## **Appendix D**

### **QUALIFICATIONS AND SELECTION PROCEDURES**

#### **ADOPTED BY**

*Air Conditioning Trade Association UAC*

RAPIDS PROGRAM ID NUMBER: \_\_\_\_\_

**DEVELOPED IN COOPERATION WITH  
THE NEVADA LABOR COMMISSIONER, THE NEVADA STATE APPRENTICESHIP  
COUNCIL, AND THE U.S. DEPARTMENT OF LABOR**

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR § 60-3) or 29 CFR § 30 and NAC 610. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.

## **SECTION 1 - MINIMUM QUALIFICATIONS**

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 2 - APPLICATION PROCEDURES**

A. Applicants will be accepted throughout the year. Every person requesting an application will have one made available by the UAC Committee.

B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log

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- so that all applications can be accounted for. Columns will be provided on the applicant log to show race, ethnicity, and sex and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided with information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided.
  - D. Receipt of the properly completed application form along with required proof of age and education (driver's license, or state ID are acceptable proof of age; copy of high school diploma, GED certificate, or other acceptable documentation of education), and written essay on "Why you want to be a Sheet Metal Worker" will constitute the completed application.
  - E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be notified in writing of their disqualification and of the appeal rights available to them. No further processing of such applications will be taken.
  - F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview and take their assessment tests.

### **SECTION 3 - SELECTION PROCEDURES (EXAMPLES)**

#### **1. X    *Selection on basis of rank from pool of eligible applicants***

The UAC Committee will select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on Math Assessment, Trade Knowledge Assessment, Essay, Interview, Work History, Education, and Military Service.

The UAC Committee will schedule the Assessment Tests and Interview session. All applicants who have met the minimum qualifications and have submitted the required application documents will be notified of the date, time and place for Assessments and Interview.

The interviewer(s) will rate each applicant during the interview on each of the factors listed on the Applicant Interview Grade Sheet (sample attached). If there are multiple interviewers, the scores will be averaged.

All applicants receiving 70-100 points in the evaluation below shall be considered acceptable to be placed in the apprenticeship program if an opening arises. The evaluative objectives are established as follows:

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|------------------------------|-----------|
| • Math Assessment            | 25 points |
| • Trade Knowledge Assessment | 10 points |
| • Essay                      | 15 points |

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• Interview	25 points
• Work History	10 points
• Education	10 points
• Military Service (DD214)	<u>5 points</u>
Total	100 points

Applicants receiving less than 70 points are considered not acceptable and will be notified in writing.

Applicants will be placed on a “Ranking List” according to their scores, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.

When registration for new apprentices opens, the highest-ranked applicant will be notified of their selection via phone and/or email. It is the applicant’s responsibility to keep the UAC Committee updated with their current mailing address, email address and phone number.

Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached, their names will be passed, and notice sent to their email and mailing address. If no response is received within 15 days from the written notice, the applicant’s name will be removed from the list.

Qualified applicants remaining on the preceding ranking list will automatically be carried forward onto the new ranking list and slotted in wherever their rating score placed them for a period of two years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two-year period that were on the ranking list will be required to reapply.

During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

**SECTION 5 - COMPLAINT PROCEDURE**

- A. Any apprentice or applicant for apprenticeship who believes that he/she has 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 written 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 sponsor (if applicable). The mailing address is:

NEVADA LABOR COMMISSIONER  
NEVADA STATE APPRENTICESHIP COUNCIL  
3300 W. Sahara Ave., Suite 225  
Las Vegas, NV 89102  
[NEVADASAC@labor.nv.gov](mailto:NEVADASAC@labor.nv.gov)

- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the UAC Committee involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. 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. In the case of a complaint filed directly with the review body designated by the UAC Committee 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.
- D. Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures as set forth above.
- E. The UAC Committee will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

## **SECTION 6 - MAINTENANCE OF APPLICATION AND SELECTION RECORDS**

The UAC Committee will keep adequate records, including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination; rates of pay or other forms of compensation or conditions of work; hours including hours of work and, separately, hours of training provided; and any other records pertinent to a determination of compliance with 29 CFR § 30, as may be required by the U.S. Department of Labor.

The records pertaining to individual applicants, selected, or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and nonminority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analyses made pursuant to the requirements of 29 CFR § 30.4. Each sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR § 30.5(b). If applicants are interviewed during the selection process, adequate records include a brief summary of each interview and the conclusions on each of the specific factors - e.g., motivation, ambition, and willingness to accept direction - that are part of the total judgment.

Records will be maintained for five years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

**SECTION 7 - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

Air Conditioning Trade Association UAC hereby adopts these Qualifications and Selection Procedures.

*Tony Creighton*  
Signature of Sponsor (*designee*)

Date: 01/20/2026

*Tony Creighton, Sr. Operations Director*  
Type Name & Title

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Signature of Sponsor (*designee*)

Date: \_\_\_\_\_

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Type Name & Title