



DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE LABOR COMMISSIONER

INSTRUCTIONS FOR ANNUAL APPRENTICE UTILIZATION ACT (AUA) REPORTING

The AUA Senate Bill (SB) 82 Reporting Portal will be available **January 1, 2025, until February 15, 2025, at 11:59 PM.** The Office of the Labor Commissioner will consider and review all information submitted by all contractors with the information set forth in Nevada Revised Statute (NRS) [338.01165](#) (2024). Contractors should keep several important facts in mind when reporting: the information must be within AUA reporting requirements—for example, **include all crafts in one submission (you can submit a second AUA report or supplement a submitted case before February 15, 2025 at 11:59 PM);** upload files for “supporting documentation” only if you are short on apprentice hours.

1. From <https://labor.nv.gov/> click on the AUA Report Submission link on the Home page, which will take you to the AUA tab where you should select “AUA Reporting Portal – Case IQ” (<https://labornv.caseiq.app/portal/aua>)

Important Links

- Statutes and Regulations
- Minimum Wage and Overtime Bulletins
- Employer Postings - Required Postings
- Employer Postings - Bulletins and Guides
- Meetings and Agendas
- File a wage claim or complaint
- Wage Claim and Complaint Information
- Apprenticeship Utilization Act (AUA) Reporting
- Annual AUA Reporting Portal and Information

Apprenticeship Utilization Act

- Annual AUA Reporting
- AUA Reporting Portal – Case IQ

2. On “Terms & Conditions,” click Accept.

Terms and Conditions

Last updated: March 23, 2023

These are the Terms and Conditions (or “Terms”) governing your use of the Case IQ Portal Service (the “Service”) and the agreement that operates between you and Customer Expressions® (also referred to as “the Company,” “we,” “us,” or “our”), outlined below. When you visit or use the Service, you agree to these Terms and Conditions.

THE SERVICE

The Case IQ Portal’s Report Online Service allows you to share information on an incident, query, complaint, and other events with your organization. It should not be used to report emergencies. If you have an emergency, please contact your local emergency services.

If anonymous reporting is enabled: The Service will include all information you provide in the case record, which will be accessed by those following up on the case. You may choose to identify yourself or remain anonymous. If you choose to report your case anonymously, the Service will not include identifiable information on the reporter in the case record. We do not claim ownership of the content that you submit on or through the Service.

If anonymous reporting is disabled: The Service will include all information you provide in the case record, which will be accessed by those following up on the case. We do not claim ownership of the content that you submit on or through the Service.

To operate our Service globally, we store and transfer data across our servers in various locations around the world, the exact location of which will vary by contractual commitments. Please see our Privacy Policy for more information on our data transfer standards.

The Service are protected by copyright and trademarks by firms of Canada and other countries. You do not have a right to use the Case IQ Portal’s Report Online Service trademarks, logos, domain names, other distinctive brand features, and other proprietary rights, which remain the exclusive property of the Company.

YOUR COMMITMENTS

To use the Service, you must agree to the following requirements:

- You must be at least 18 years old to use the Service.

Decline Accept

3. Fill in information for your company (***Bold** fields are mandatory):

Case Type: AUA

AUA REPORT: You can submit multiple craft classifications in one AUA Report by clicking save after inputting an individual classification, but please note there are no save and return options after submitting the AUA Report. You will time out after 45 minutes. After submission is confirmed, errors can only be corrected by the OLC. All Files Must Be Uploaded Before Submitting.

*** Name of Contractor:**

Contractor License Number:

*** Address of Contractor:**

Suite Number:

*** City:**

*** Contractor State:**

*** Zip:**

*** Different Mailing Address?:** Yes No

*** Contractor Email Address:**

*** Contractor Telephone:**
Country Code Phone Number

Contractor Fax Number:
Country Code Phone Number

*** Region where you worked:**

*** Name of Individual filling out Report:**

*** I declare that the information provided on this form is true and correct:**

**Important Information:
Please read!**

If your mailing address is different, click yes, and additional fields will pop up for you to fill in.

If you worked in more than one region, you can select multiple from here.

Don't forget to check the box!

4. Once you have completed the above, click on **“Add AUA”**

AUA

- Click the Pulldown next to **“Craft”** to select the Craft you are reporting for. You can submit multiple craft classifications in one AUA Report by clicking save after inputting an individual classification, but please note there are no save and return options after submitting the AUA Report.

The screenshot shows the 'Add AUA' form with the following fields:

- Case: DRAFT
- * Craft: <Select>
- * Type of Hours: <Select>

At the bottom of the form are 'Cancel' and 'Save' buttons. Two yellow arrows point to the dropdown menus for 'Craft' and 'Type of Hours'.

- Click the pulldown next to **“Type of Hours”** to select vertical or horizontal hours. You can select both if you are reporting both vertical and horizontal hours for this craft.
- Fill in each field for the Craft you are reporting on:

Add AUA

* Indicates mandatory field

Case: DRAFT

* Craft: Carpenter

* Type of Hours: Vertical

Vertical Hours

* # Vertical Hours in Classification:

Enter the total hours for the year for the type of craft you are reporting.

* # Vertical Apprentices Hours in Classification:

Enter the total apprentice hours for the type of craft you are reporting.

* The percentage of the total number of hours worked on vertical construction that were worked by apprentices:

You will need to enter the percentage (does not auto-calculate).

Apprenticeship Information

Registered Apprenticeship Program Used for Apprentice:

Type in name of RAP you used to hire apprentices.

No Registered Apprenticeship Program for Classification in Appropriate Region:

Documentation to Support Insufficient Apprentice Hours:

If you did not meet this craft's 3% or 10% requirement, check this box if you have supporting documents.

Documentation to Support Insufficient Apprentice Hours:

If you check the box, the "Documentation Details" box will pop up. This must be filled in!

* Documentation Details:

Include file names and details of what the file represents.

Include file names and details of what the file represents.

× Cancel

Save

8. Once you have filled out all information, click "Save."

9. If you have supporting documentation to submit, such as apprentice utilization request forms, emails, etc. (Any supporting documentation to substantiate why you did not meet the percentage requirements for this craft), you will click on “Add File.”

Type a brief description of the document you are uploading. (Please make sure to label your document with a referencing title.)

You can drag and drop your file or click “Upload a File from your Computer” (You can only upload one document at a time. If you have more than one, you will need to repeat step 9.)

Supported File Types: Microsoft Word, PDF (portable document format), Microsoft PowerPoint, Microsoft Excel, Images—for example, jpg, jpeg, png. (File size limit 15MG) We appreciate **combined files** and do not combine videos. The maximum file size you can upload to a file record is 50 MB.

Once you have uploaded your document, click “Save.”

****You will repeat steps 5 through 9 for each craft you report hours for.**

10. Once you have entered all the crafts you are reporting for, type in the name of the person completing the report.

If you have not logged into the system before, you can select “NO,” and then you will be given the option to create an account.

****See next page for steps**

Would you like to remain anonymous?: No

* First Name:

* Last Name:

* Are you a returning user?: Yes No

* Would you like to receive updates?: Yes No

Select "Yes" to create an account and receive notifications on your case. You will still remain anonymous if you have not chosen to identify yourself.

* Email Address:

* Enter Your New Password:

At least one upper case English letter [A-Z]
 At least one lower case English letter [a-z]
 At least one digit [0-9]
 At least one special character [#\$^+=!*()@%&:]
 Minimum length of 9 characters
 No white space

* Confirm Your New Password:

The new password and confirmation password must match

Case IQ auto-fills email address into last name: please type your Last Name over it.

Select "Yes" to "Would you like to receive updates?" This will allow you to create an account. Enter your email address and create a password.

Submit

11. Click the "Submit" button to submit your AUA report to the OLC.

Submit Case? x

You cannot edit your case after submitting it.

AUA Report Submitted

Your case has been submitted:
 Your confirmation number: **AUA-24-000215**

Please keep a copy of this confirmation number for your records. Thank you for submitting this form.

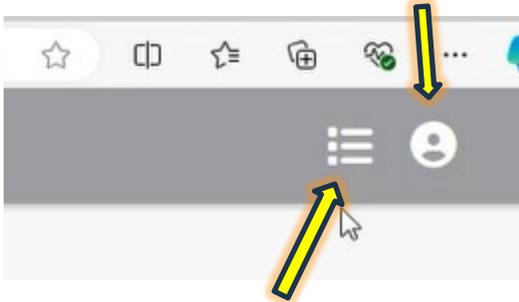
You are responsible for the accuracy of the information contained in this form.

Incomplete or incorrect information may lead to an investigation of violence of NRS 338.01165 and penalties assessed pursuant to NRS 338.01165.

After clicking submit, you will see a pop-up box. Click "Yes" to submit, or "No" if you need to make any changes.

Once you submit, you will see a pop-up that shows your AUA Report number: AUA-24-000XXX.

12. After selecting “Return to Homepage,” you will be taken back to the main screen. In the upper right-hand corner, you will see a “Person Icon.” Alternatively, you can login directly at <https://labornv.caseiq.app/external/login>. This is your account settings, where you can change your password if needed. If you reset your password, Case IQ will send you multiple emails to reset it. If the account is locked out after too many failed attempts to login, please contact aua@labor.nv.gov so we can log an IT ticket to resolve the issue.



If you click on the 3 lines, it will take you to your personal dashboard where you can see all reports you have submitted. Alternatively, you can login directly at <https://labornv.caseiq.app/external/login>

13.

Case #	Created Date
AUA-24-000215	11/14/2024 16:14
AUA-24-000214	11/14/2024 16:03
AUA-24-000213	11/14/2024 15:51
AUA-24-000212	11/14/2024 15:09

From here you can click on the AUA report that you need to add files to or add a note. **** You are not able to revise any notes you have previously submitted; you can simply add new note or file and state the changes.**

Case / AUA-24-000215

AUA-24-000215 Edit Case + Add

11/14/2024 16:14
Created Date

* Indicates mandatory field

Details Notes **Files** Parties Forms

Add File

#	Created Date	Attachments	Summary
No records to display.			

0 records

You can review your submitted report if you click on Forms and then the Form Name/Case #:

Case / AUA-24-005978

AUA-24-005978 Edit Case + Add

12/27/2024 10:02
Created Date

* Indicates mandatory field

Details Notes Files Parties **Forms**

Form Name	Created Date
AUA	12/27/2024 10:03

1 of 1 records

Further AUA Reporting Instructions:

- ❖ As a security measure, your Case IQ login session will expire if you leave the browser window inactive for 45 minutes. If your session expires, a warning message will be displayed. You will be able to log back into Case IQ by entering your password into the warning message pop-up. If you were working on a form before your session expired, the information that you entered will still be in the form fields when you resume your session. However, your progress will not be saved if you exit out of the browser before resuming your session.
- ❖ You are able to create an account when you submit a report. In the event you forget your password, please follow CaseIQ prompts to reset the password. Do not contact the Office of the Labor Commissioner to reset an account password.
- ❖ **If you are locked out of the account due to too many failed attempts to login, please contact aua@labor.nv.gov, and we can log an IT ticket to resolve the issue. Please do not contact Case IQ.**
- ❖ Go to <https://help.caseiq.com/> for Case IQ information and user manuals as needed.
- ❖ **“Add AUA”** button – this is where you report your hours for each craft. You will need to repeat this step for all crafts you report.
- ❖ The information required to be reported in the AUA Report pursuant to [NRS 338.01165](#), Subsection 10, must not include any identifying information about a public work or an apprentice or employee. This does not apply to supporting documentation submitted **only** when a contractor is deficient in hours to show a good faith effort to comply.
- ❖ **“Add File”** button – This is where you add supporting documentation to substantiate that you do not meet the percentage requirement for each craft (short on apprentice hours). Only submit supporting documentation with your AUA Report in the event you employed apprentices for an insufficient number of hours on public works projects pursuant to NRS 338.01165. Please label your documents to reflect their meaning. Example: “Carpenter Apprentice Requests Denied.pdf”
- ❖ When you submit your report, you will be given an AUA Report number, “AUA-24-000xxx,” keep this number to reference when you log back into the system.
- ❖ You will receive an email like below* from info@labornv.caseiq.app confirming they have received your case with your case number (check junk and spam folders). Please contact aua@labor.nv.gov instead of info@labornv.caseiq.app if you need assistance.

*Please keep a copy of this confirmation for your records. A representative for the Office of the Labor Commissioner will contact you regarding your submission and any additional information that may be required to process the matter. You can access your submission by logging [here](#) ([here](#) = not an active link in this document).

- ❖ If you submit your AUA report and then need to add additional documentation or want to change your password, you can do so by going to your dashboard and selecting your profile/person icon and then AUA Report # or logging back in at <https://labornv.caseiq.app/external/login>.
- ❖ Information that is late or cannot be verified will be rejected.

For questions about AUA reporting, please contact aualabor@labor.nv.gov or 702-486-2650