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NEW APPRENTICE VERIFICATION PROCESS

On July 1, 2021, the Nevada State Office of the Labor Commissioner (OLC) took over jurisdiction of the Nevada State Apprenticeship Council (NSAC) based on the passage of Assembly Bill (AB) 459 – 81st Regular Session of the Nevada Legislature (2021). NSAC is designated as the State Apprenticeship Agency (SAA) pursuant to AB 459 and works with the United States Department of Labor as the SAA.

A Registered Apprentice in the State of Nevada must be registered with the Bureau of Apprenticeship and Training of the Office of Apprenticeship, Training, Employer and Labor Services of the Employment and Training Administration of the United States Department of Labor or its successor **and** the State Apprenticeship Council. (Emphasis added). The Registered Apprentice is paid pursuant to terms of the Apprenticeship Agreement/Standards for the type of work covered by the Registered Apprenticeship Program Agreement/Standards as approved by the State Apprenticeship Council and/or Nevada Revised Statutes (NRS) section 610 or Nevada Administrative Code (NAC) section 610. (See NRS 338.080)

The OLC is simplifying the registered apprentice verification process as follows:

1. The Contractor/Subcontractor shall upload the Registered Apprentice Dispatch forms, agreements, documents, etc., from the Registered Apprenticeship Program documenting/verifying that the Registered Apprentice was dispatched, sent to, and/or provided to that contractor/subcontractor into the certified payroll report (CPR) system, such as LCP Tracker. A dispatch form is the form from the Registered Apprenticeship Program sending the apprentice to the contractor/subcontractor.
2. A list of the current registered apprentices will be posted to the OLC website and the NSAC link at https://labor.nv.gov/Wages/Nevada_State_Apprenticeship_Council/ with the title:

List of Current Registered Apprentices

Updated Weekly

- [Apprentice Status History Report](#)

3. The Contractor/Subcontractor and/or Awarding/Public Body will review the OLC list of the Current Registered Apprentices on the spreadsheet to verify registration and/or print out the single page that has the Registered Apprentice(s) name on the spreadsheet. **DO NOT PRINT OUT THE ENTIRE SPREADSHEET AND SUBMIT.**
4. The registration shall be verified and confirmed by the Awarding/Public Body and the Registered Apprentice can be approved on the CPR.

KEY POINTS OF THE NEW APPRENTICESHIP VERIFICATION PROCESS:

- Contractors/Subcontractors and/or Awarding/Public Bodies will **NOT** need to submit an “Apprenticeship Verification” form to the NSAC.
- Contractors/Subcontractors are responsible for uploading and submitting the Registered Apprentice Dispatch forms, agreements, documents, etc., into the CPR payroll system for the Public Works Project and reviewing the OLC list of the current registered apprentices on the spreadsheet to verify registration.
- The Awarding/Public Body can then review those documents and the OLC list of the current Registered Apprentices on the spreadsheet to verify registration so that the Awarding/Public Body can verify and approve the Registered Apprentice on the CPR.

The Awarding/Public Bodies should verify and review/certify that the Registered Apprentice is registered and that the supporting documents were electronically uploaded before the CPR can be approved. However, it will be up to each contractor/subcontractor to make sure the necessary registered apprenticeship dispatch forms, agreements, documents, etc., are uploaded and submitted with the CPR(s) along with verifying the OLC list of the current registered apprentices on the spreadsheet.

This Apprentice Verification Process streamlines and simplifies the process and ensures that the Registered Apprentice is: 1.) Registered with the Bureau of Apprenticeship and Training of the Office of Apprenticeship, Training, Employer and Labor Services of the Employment and Training Administration of the United States Department of Labor or its successor **and** the State Apprenticeship Council; and 2.) Assists with validating registered apprentice %’s for purposes of Senate Bill 207 (2019) – Apprenticeship Utilization Act (AUA) as set forth in Nevada Revised Statutes (NRS) section 338.01165.

The Awarding/Public Bodies and Contractors and/or Subcontractors must ensure compliance with the AUA and NRS section 338.01165 unless a Waiver has been granted by the Labor Commissioner. Apprentices shall be used and reported for at least 10 % of the total hours of labor worked on vertical construction and 3 % of the total hours of labor worked for horizontal construction for each apprenticed craft or type of work to be performed on the public works project when more than three employees of each a craft are employed at the site of work.

Apprenticeship Ratio: The Contractor/Subcontractor, Awarding/Public Body must review the Apprenticeship Standards to see if they provide for a ratio of registered apprentices to journeymen. If the ratio is not complied with, the registered apprentice is to be paid at full journeyman rate for the type of work performed. (See NAC 338.0095). Awarding /Public Bodies and Contractors/Subcontractors should contact the Registered Apprenticeship Program directly, to obtain a copy of the Registered Apprenticeship Program Standards to verify the proper apprenticeship ratio.