



# NEVADA STATE CONTRACTORS BOARD INDUSTRY BULLETIN

FOR IMMEDIATE RELEASE  
February 17, 2022

CONTACT: Michael Phillips  
Public Information Officer  
Office: (702) 486-1139  
Cell: (702) 596-2131  
[mphillips@nscb.state.nv.us](mailto:mphillips@nscb.state.nv.us)

## BOARD PROMOTES NEVADA'S NEW APPRENTICE VERIFICATION PROCESS

**LAS VEGAS and RENO, Nev.** – The Nevada State Contractors Board (NSCB) encourages contractors and subcontractors to review and comply with the State of Nevada's New Apprentice Verification Process. The Nevada State Office of the Labor Commissioner (OLC) administers the Nevada State Apprenticeship Council (NSAC) and introduced a new process in August 2021.

"We believe the OLC has simplified the registered verification process," noted NSCB Executive Officer Margi Grein. "I encourage all contractors to become educated on the new process and utilize it with any apprentices they may employ."

Further information on the Apprentice Verification Process may be found in the related attachments and at: [https://labor.nv.gov/Wages/Nevada\\_State\\_Apprenticeship\\_Council/](https://labor.nv.gov/Wages/Nevada_State_Apprenticeship_Council/)

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*The Nevada State Contractors Board is committed to ensuring the integrity and professionalism of the construction industry in Nevada. The NSCB has the responsibility to promote quality construction by Nevada licensed contractors through a regulatory licensing system designed to protect the health, safety and welfare of the public. For more information about the Nevada State Contractors Board, please visit [www.nscb.nv.gov](http://www.nscb.nv.gov).*

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**NORTHERN NEVADA OFFICE:** (775) 688-1141 - 5390 Kietzke Ln., #102, Reno, NV 89511  
**SOUTHERN NEVADA OFFICE:** (702) 486-1100 - 8400 West Sunset Road, Suite 150, Las Vegas, NV 89113  
(Please note new Southern Nevada address)  
[www.nscb.nv.gov](http://www.nscb.nv.gov)

STEVE SISOLAK  
Governor

SHANNON M. CHAMBERS  
Labor Commissioner

RICHARD WILLIAMS  
State Apprenticeship Director

## STATE OF NEVADA



Office of the Labor Commissioner

## STATE APPRENTICESHIP COUNCIL

<http://www.labor.nv.gov>

OFFICE OF THE LABOR COMMISSIONER  
1818 COLLEGE PARKWAY, SUITE 102  
CARSON CITY, NEVADA 89706  
PHONE (775) 684-1890  
FAX (775) 687-6409  
Email: [NevadaSAC@labor.nv.gov](mailto:NevadaSAC@labor.nv.gov)

OFFICE OF THE LABOR COMMISSIONER  
3300 W. SAHARA AVE. SUITE 225  
LAS VEGAS, NEVADA 89102  
PHONE (702) 486-2650  
FAX (702) 486-2660  
Email: [NevadaSAC@labor.nv.gov](mailto:NevadaSAC@labor.nv.gov)

### **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 – 81<sup>st</sup> 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/](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.