

## APPRENTICES

All apprentices working on the contract must be registered with the Office of the Labor Commissioner, Nevada State Apprenticeship Council (currently in Las Vegas).

The Request for Apprentice Verification form is available at [http://labor.nv.gov/PrevailingWage/Forms\\_for\\_Public\\_Works\(1\)/](http://labor.nv.gov/PrevailingWage/Forms_for_Public_Works(1)/).

The contractor must complete a Request for Apprentice Verification form for each apprentice working on the contract and forward the Word document to the Nevada State Apprenticeship Council. The Nevada State Apprenticeship Council utilizes the form to confirm that each apprentice is enrolled in an approved program and completes the bottom of the form (including the ratios for apprentice vs. journeyman). A separate form is required for each contract and must be resubmitted every 60 days or when there is a percentage increase. The form is valid 60 days from the approval date near the bottom of the form, regardless of the dates listed in the Days Worked column.

The Request for Apprentice Verification form is approved and returned to the contractor. The contractor must upload the approved Request for Apprentice Verification form into LCPtracker under the eDocuments tab. The contractor should inform Contract Compliance (775-888-7497 or email [contractcomplianceprojects@dot.nv.gov](mailto:contractcomplianceprojects@dot.nv.gov)) when a Request for Apprentice Verification form is uploaded and ready for NDOT approval. Contract Compliance will enter the apprentice approval, date approved and the expiration date (60 days after approval date) into LCPtracker. **NOTE:** Once the expiration date of an approved Request for Apprentice Verification form has lapsed, the contractor may not be able to certify their payrolls showing those particular apprentices.

For each contract, the contractor must also upload an apprenticeship agreement for each apprentice into LCPtracker under the eDocuments tab. Personal information such as social security number, date of birth, address, etc. should be marked out prior to uploading. No Contract Compliance approval is necessary for the apprenticeship agreement.

An apprentice must be noted on the certified payroll and paid pursuant to the terms of the apprenticeship agreement, expressed as a percentage of the journeyman hourly rate. All apprentice wages must be checked thoroughly in LCPtracker as the system does not verify any payroll information for apprentices. Refer to Chapter 7 for checking the certified payrolls.

If no journeymen are listed on the payroll or the ratio of apprentices to journeymen is not complied with, the apprentice must be paid at the full journeyman rate for the type of work performed (NAC 338.0095). The maximum number of apprentices that a contractor can use on the jobsite cannot exceed the ratio of apprentices to journeymen allowed on the approved Request for Apprentice Verification form.

If the contract contains a bid item for Trainee Hours (Item No. 110 0050), trainee hours for apprentices will be transferred from the certified payrolls to a Weekly Trainee Report NDOT Form 040-042 (available at [http://sharepoint/040/Construction%20Management/Weekly%20Trainee%20Report%20\(Electronic\).pdf](http://sharepoint/040/Construction%20Management/Weekly%20Trainee%20Report%20(Electronic).pdf)) or a Training Reimbursement Report printed from LCPtracker. Payment is made for the number of hours for all apprentices on the certified payrolls, even if the number of hours exceed plan quantity.

**NOTE:** Whether the prime contractor is union or non-union, he is still responsible for meeting the contract goal of trainee hours for apprentices (through the prime contractor or subcontractors). A Request for Apprentice Verification form must be completed and processed as outlined on page 8 - 1. A list of approved apprenticeship programs is available at [http://labor.nv.gov/Meetings/Prevailing\\_Wage\\_Files/SAC\\_Program\\_List/](http://labor.nv.gov/Meetings/Prevailing_Wage_Files/SAC_Program_List/).

**REQUEST FOR APPRENTICE VERIFICATION**

To: Office of the Labor Commissioner  
 Nevada State Apprenticeship Council  
 555 E. Washington Avenue #4100  
 Las Vegas, Nevada 89101  
 (702) 486-2521 / Fax (702) 486-2660  
 Ionela Dragomirescu [idragomirescu@laborcommissioner.com](mailto:dragomirescu@laborcommissioner.com)  
 or Lleta Brown [lbrown@laborcommissioner.com](mailto:lbrown@laborcommissioner.com)

From: Jane Doe  
 Organization: Joe Contractor  
 Phone: (111)222-3333  
 Fax: (111)222-3334  
 E-mail: [jdoe@email.com](mailto:jdoe@email.com)

Contractor: Joe's Construction

Project Name: Contract #3585 US395 Carson City freeway

APPRENTICE NAME	APPRENTICE ID #	%	CRAFT	DATES WORKED	DATE APPR. BEGAN	DATE CAN.	DATE COMP
Joe Apprentice	NV123456789	80	Operator	8-8-16 to current	4-18-14		
John Apprentice	NV987654321	70	Laborer	1-20-17 to current	7-30-15		

..... Do Not Write Below This Line .....

CRAFT: Operating Engineer RATIO: 1 Apprentice per up to 5 Journeymen; Thereafter \_\_\_\_\_ Apprentice per \_\_\_\_\_ Journeymen

CRAFT: Laborer RATIO: 1 Apprentice per 1 Journeymen; Thereafter 1 Apprentice per 2 Journeymen

Prepared By: *Comm* Office of the Labor Commissioner Date: 1-20-17 **VOID AFTER 60 DAYS**

Status Codes: IN= Indentured/Registered into program; CAN= Canceled from program; SU= Suspended from training; COM= Completed Training/Graduated; REIN= Reindentured after cancellation; RI= Reinstated after suspension; NF= Not Found

NOTE: Apprentice wages may not be paid for time worked during canceled or suspended time periods.



STATE OF NEVADA  
NEVADA STATE APPRENTICESHIP COUNCIL  
555 EAST WASHINGTON AVENUE # 4100  
LAS VEGAS NV 89101

Rev. 01/17

APPRENTICESHIP AGREEMENT FOR OFFICE USE ONLY I.D. NO. NV123456789

This agreement entered into this 13th day of March, 2014, between,

Joe Apprentice  
Apprentice Name (PLEASE PRINT)  
[Redacted]  
Address Reno, NV 89502  
City, State, Zip  
Joe Apprentice  
Apprentice Signature

N NV Operating Engineers JAC  
Program Sponsor Name  
P.O. Box 123 Reno, NV 89515  
Program Address City, State, Zip  
Joe MacDonald, Administrator  
Officer's Name (PLEASE PRINT)

[Signature]  
Officer's Signature

Parent or Guardian if Apprentice is a Minor  
D.O.B. [Redacted]

Program No. NV00112233

- VETERAN STATUS:**  Yes  No  
**ETHNIC DERIVATION:**  Black (Not Hispanic)  Hispanic  American Indian/ Alaskan Native  White (non Hispanic)  Pacific Islander  Asian/  
**SEX:**  Male  Female  
**EDUCATION:**  H/ S Diploma  GED  8<sup>TH</sup> grade or less  9<sup>th</sup> to 12<sup>th</sup> grade  None

CREDIT FOR PREVIOUS EXPERIENCE:

CREDIT FOR RELATED INSTRUCTION:

Hours \_\_\_\_\_ Dates Previously In Program \_\_\_\_\_ Hours \_\_\_\_\_

IF OVER 50% CREDIT

Transfer (State) \_\_\_\_\_ Other Employment: \_\_\_\_\_

Trade Heavy Duty Repairman Term (Hrs) 8,000 Probation Period 2,000

Related Instruction Hours per year 144 Hours per day \_\_\_\_\_ Hours per week to be worked by apprentice

APPRENTICE WAGES: The apprentice schedule of pay shall be listed for each advancement period (The apprentice rate is by percentage of the journeyman's rate unless otherwise indicated.)

Period 1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup> JW RATE
60%	70%	80%	90%						

Term (hours)	2,000	4,000	6,000	8,000					

Major Work Process:

Special Provisions: First Aid Card

Either party may terminate the Agreement by submitting written notification of termination to the approving agency; but, if such notifications are submitted after completion of the probationary period, the reason for termination shall be given. Due notice thereof must be given to the APPRENTICE, as well as an opportunity to be heard and reasonable opportunity for corrective action. The provisions on this form are acknowledged as a binding part of this agreement by the signators; and

The terms of the Nevada State Apprenticeship statutes, regulations and standards are incorporated as a binding part of this Agreement and are acknowledged by the signators, and

That the APPRENTICE shall not be discriminated against with respect to training, advancement, compensation or other terms, conditions or privileges of apprenticeship training because of race, color, religion creed, national origin or ancestry, sex, age, or occupationally irrelevant physical requirements.

IN WITNESS WHEREOF, the parties hereto have set their hands on the dates indicated above:

Registered by the Nevada State Apprenticeship Council on April 18, 2014

[Signature]  
Secretary - Director of Apprenticeship

\*Warning: this agreement does not constitute a certification under NRS 610 or Title 29, CFR, Part 5 for the employment on the apprentice on Federal or State financed projects. Current certification must be obtained from the Nevada State Apprenticeship Council or Bureau of Apprenticeship & Training.



STATE OF NEVADA  
 NEVADA STATE APPRENTICESHIP COUNCIL  
 555 EAST WASHINGTON AVENUE # 4100  
 LAS VEGAS NV 89101

Rev. 01/17

APPRENTICESHIP AGREEMENT FOR OFFICE USE ONLY I.D. NO. NV987654321

This agreement entered into this 18th day of May, 2015, between,

John Apprentice  
 Apprentice Name (PLEASE PRINT)  
 [Redacted]  
 Address Reno, NV 89502  
 City, State, Zip

John Apprentice  
 Apprentice Signature

Parent or Guardian if Apprentice is a Minor  
 D. O. B. [Redacted]

N NV Laborers Union  
 Program Sponsor Name  
P.O. Box 999 Reno, NV 89515  
 Program Address City, State, Zip

Mary Disneyland, Training Director  
 Officer's Name (PLEASE PRINT)  
Mary Disneyland  
 Officer's Signature

Program No. NV00999888

VETERAN STATUS:  Yes  No  
 ETHNIC DERIVATION:  Black (Not Hispanic)  Hispanic  American Indian/ Alaskan Native  White (non Hispanic)  Pacific Islander  Asian/  
 SEX:  Male  Female  
 EDUCATION:  H/ S Diploma  GED  8<sup>th</sup> grade or less  9<sup>th</sup> to 12<sup>th</sup> grade  None

CREDIT FOR PREVIOUS EXPERIENCE:

Hours \_\_\_\_\_ Dates Previously In Program \_\_\_\_\_

IF OVER 50% CREDIT

Transfer (State) \_\_\_\_\_ Other Employment: \_\_\_\_\_

Trade Construction Laborer Term (Hrs) 4,000 Probation Period 1,000

Related Instruction Hours per year 144 Hours per day 8 Hours per week to be worked by apprentice 40

CREDIT FOR RELATED INSTRUCTION:

APPRENTICE WAGES: The apprentice schedule of pay shall be listed for each advancement period (The apprentice rate is by percentage of the journeyman's rate unless otherwise indicated.)

Period 1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup> JW RATE
50%	60%	70%	80%	90%					

Term (hours)	500	1,000	2,000	3,000	4,000				

Major Work Process: General Skills: A.) Site Project Preparation and Maintenance (900-1000 hours); B.) Tools Equipment and Material (450-500 hours); C.) Safety Specific Skills (450-500 hours); D.) Environmental Remediation (450-500 hours).

Special Provisions: A.) Building Construction (900-1000 hours); B.) Heavy Highway Const. (450-500 hours) Total = 3,600-4,000 hours

Either party may terminate the Agreement by submitting written notification of termination to the approving agency; but, if such notifications are submitted after completion of the probationary period, the reason for termination shall be given. Due notice thereof must be given to the APPRENTICE, as well as an opportunity to be heard and reasonable opportunity for corrective action. The provisions on this form are acknowledged as a binding part of this agreement by the signators; and

The terms of the Nevada State Apprenticeship statutes, regulations and standards are incorporated as a binding part of this Agreement and are acknowledged by the signators, and

That the APPRENTICE shall not be discriminated against with respect to training, advancement, compensation or other terms, conditions or privileges of apprenticeship training because of race, color, religion creed, national origin or ancestry, sex, age, or occupationally irrelevant physical requirements.

IN WITNESS WHEREOF, the parties hereto have set their hands on the dates indicated above:

Registered by the Nevada State Apprenticeship Council on July 30, 2015

Homer Simpson  
 Secretary - Director of Apprenticeship

\*Warning: this agreement does not constitute a certification under NRS 610 or Title 29, CFR, Part 5 for the employment on the apprentice on Federal or State financed projects. Current certification must be obtained from the Nevada State Apprenticeship Council or Bureau of Apprenticeship & Training.