

CITY OF OMAHA
REQUIREMENTS FOR REGISTRATION OF
AIR CONDITIONING/AIR DISTRIBUTION APPRENTICES

- A person engaged in training to become qualified to install, alter, or replace any commercial or residential air conditioning/air distribution system as an apprentice shall first register with the ACAD board.
- Every apprentice shall register his/her name, address, and place of employment with the board by December 31st of each year and pay a registration fee as required by this article. Changes of address or employment must be filed within 30 days, but no fee is required.
- Applications shall include proof of employment by a licensed master ACAD contractor. The employing licensed master ACAD contractor must sign the application form.
- An apprentice shall not perform work on any commercial or residential ACAD project unless he/she is under the direct supervision of a holder of a master ACAD contractor license, journeyman ACAD license, journeyman sheet metal commercial license, or journeyman sheet metal residential license.
- An application for a registration must be submitted to the secretary of the ACAD Board 2 weeks prior to the next board meeting for placement on the agenda.
- Applications to be mailed to the Air Conditioning/ Air Distribution Board, c/o Permits and Inspections Division, 1819 Farnam Street, Suite 1110, Omaha, NE 68183
- Air Conditioning/ Air Distribution Board meetings are the first Tuesday of each month,
- A registration fee of \$25.00 must accompany the application. All checks must be payable to the "City of Omaha".
- Any questions please contact Permits and Inspections at (402) 444-5383