

**Substantial rewording of Rule 6A-23.010 follows. See Florida Administrative Code for present text.**

**6A-23.010 Preapprenticeship Programs.**

(1) Purpose and Scope. Sections 446.011 and 446.052, F.S., authorize and direct the Department to develop uniform minimum standards for preapprenticeship programs in apprenticeable occupations, and to assist district school boards, college district boards of trustees and registered apprenticeship program sponsors in the development of preapprenticeship programs. The primary objective of the preapprenticeship program is to provide Florida residents with educational and training opportunities to enable them, upon completion of preapprenticeship training, to obtain entrance into a registered apprenticeship program, based upon the selection criteria established by a registered apprenticeship program sponsor.

(2) Definitions. In addition to the definitions provided in Rule 6A-23.002, F.A.C., the following definitions are specific to preapprenticeship and the incorporated documents:

(a) “Completion Certificate” means the official document issued by the Department to an individual who has successfully completed preapprenticeship training as verified by the program sponsor;

(b) “Foundational skills” means basic skills related to the occupation of training to prepare individuals for the entry into a Registered Apprenticeship Program;

(c) “Occupation” means an apprenticeable occupation approved by the U.S. Department of Labor or the Registration Agency for registered apprenticeship;

(d) “Occupational Grouping” means two or more occupations requiring common foundational skills within the same industry, for example construction, health care, manufacturing, information technology, automotive;

(e) “Partnering Registered Apprenticeship Program Sponsor” (Partnering RAPS) means a Florida Registered Apprenticeship Program (RAP) that is actively training apprentices in the same occupation or occupational grouping and that agrees to support the registered preapprenticeship program to create career pathways into registered apprenticeship;

(f) “Preapprentice” means any person sixteen (16) years of age or over engaged in any course of instruction in the public school system or elsewhere, which coursework is registered as a preapprenticeship program with the Department and who has signed a Preapprenticeship Agreement;

(g) “Preapprenticeship Agreement” means a written agreement between the preapprentice and the preapprenticeship program sponsor, containing the terms and conditions of training and incorporating the registered

program standards as part of the agreement.

(h) “Preapprenticeship Committee” or committee means those persons designated by the preapprenticeship sponsor to administer the program which must include at least one representative of each Partnering RAPS. A committee may be either joint or non-joint, as defined in Rule 6A-23.002;

(i) “Preapprenticeship Program” means an organized course of instruction in an apprenticeable occupation or occupational grouping, in the public school system or elsewhere, which is designed to prepare a person sixteen (16) years of age or older to become an apprentice, and which is approved and registered with the Department and sponsored by a Partnering RAPS. Preapprenticeship programs include related technical instruction and may include on-the-job training. Preapprenticeship programs fall into one of the following categories:

1. “High school preapprenticeship program” is one occurring in a public secondary school system and includes secondary Career and Technical Education program coursework. Preapprenticeship programs do not qualify for dual enrollment under s. 1007.271, Florida Statutes;

2. “Adult preapprenticeship program” is one designed to serve individuals who are not enrolled in a high school. The program operates outside of the public secondary school system;

(j) “Preapprenticeship Sponsor” means any committee, a group of employers, an employer, a group of employees, an educational institution, a local workforce board, a community or faith-based organization, an association, or any combination thereof, in whose name the preapprenticeship program is registered or approved and is responsible for the administration and operation of the program to offer preapprenticeship training as approved in the Preapprenticeship Standards;

(k) “Registered Preapprenticeship Standards” means the minimum requirements established uniformly for each occupation or occupational grouping under which a preapprenticeship program is administered and includes standards of admission, training goals, training objectives, curriculum outlines, objective standards to measure successful completion of the preapprenticeship program;

(l) “Participating Employer” means a business entity which:

1. Is actively engaged by and through its own employees in the actual work of the occupation being trained;
2. Employs, hires, and pays the wages of the preapprentice and the journeyworker training the preapprentice;
3. Evaluates the preapprentice; and
4. Is signatory to a participating employer agreement with the preapprenticeship program sponsor registered

with the Department;

(m) “Preapprenticeship Participating Employer Agreement” is an agreement between the participating employer and the Preapprenticeship Program Sponsor where both parties agree to follow the standards of preapprenticeship as approved with the Department; and

(n) “Partnering Sponsorship Memorandum of Understanding (MOU)” is a nonbinding agreement between a preapprenticeship program sponsor and each Partnering RAPS which states each party's intentions to provide training, services and granting of credit into the Partnering RAPS for preapprenticeship training.

(3) Eligibility and Procedure for Program Registration. All preapprenticeship programs must meet the following provisions to be eligible for registration and to be able to maintain registration. Approved preapprenticeship programs shall be evidenced by a certificate of registration issued in the name of the registered preapprenticeship program.

(a) The preapprenticeship program must be approved by the Department and registered in accordance with Chapter 446, F.S., and the standards of preapprenticeship contained in subsection 6A-23.010(4), F.A.C.

(b) The preapprenticeship program must be established in an apprenticeable occupation or occupational grouping, and be designed to prepare individuals for entry into registered apprenticeship programs.

(c) The preapprenticeship program must identify as one of the following types:

1. High school preapprenticeship program or

2. Adult preapprenticeship program

(d) The preapprenticeship program ensures that preapprentices are 16 years old by the time of signing the preapprenticeship agreement.

(e) The preapprenticeship program ensures that credit for prior learning or work experience is not awarded into preapprenticeship.

(f) The preapprenticeship program must include one or more apprenticeable occupations or occupational groupings that articulate into registered apprenticeship.

(g) Each preapprenticeship program occupation or occupational grouping must be directly sponsored by one (1) or more Partnering RAPS, as evidenced by a partnering sponsorship MOU. A representative from the Partnering RAPS must serve on the preapprenticeship committee and a partnering sponsorship memorandum of understanding must be submitted for registration. In the event that the Partnering RAPS cancels the MOU or the program or

occupation or fails to provide training for 12 consecutive months, the preapprenticeship program shall ensure a suitable replacement. Preapprenticeship programs or occupations that fail to secure a new Partnering RAPS within 30 days of the cancellation of an existing Partnering RAPS are subject to cancellation or deregistration as provided in Rule 6A-23.006.

(h) Preapprenticeship programs and registered occupations or occupational groupings must be actively training preapprentices within one (1) year of registration. Programs or occupations which go inactive and remain the same (no participants training occurring) for more than one (1) year are deregistered.

(i) Any modification(s) or change(s) to registered standards shall be submitted to the Department through the appropriate apprenticeship training representative.

1. The Department must make a determination on whether to approve such submissions within ninety (90) calendar days from the date of receipt.

2. If approved, the modification(s) or change(s) will be recorded and acknowledged within ninety (90) calendar days of approval as an amendment to such program.

3. If not approved, the sponsor must be notified of the disapproval and the reasons therefor and provided the appropriate technical assistance.

(j) Preapprenticeship Program Sponsors must report data on preapprentice registration, cancellation, and completion to the Department by the deadlines established by the Department and LEA partners must report enrollment and completion data to state data reporting systems.

(k) The preapprenticeship program sponsor must document efforts to connect preapprentices with registered apprenticeship programs. Preapprenticeship programs that articulate no preapprentices into a registered apprenticeship program within one (1) year of completion are subject to deregistration by the Department as described in Rule 6A-23.006.

(4) Standards of Preapprenticeship. The following standards are prescribed for a preapprenticeship program:

(a) The program must be an organized, written plan embodying the terms and conditions of training, including employment and supervision when on-the-job training is incorporated.

(b) Each registered preapprentice, and the parent or guardian in the case of a minor, shall have the right to obtain and review a copy of the registered program standards at any time, including during signing of the Preapprenticeship Agreement.

(c) All registered preapprenticeship standards shall include the following provisions:

1. A partnering sponsorship MOU shall be provided for each Partnering RAPS.

2. Required Safety Practices. Instructing the preapprentice in safety and health related work practices, including assurance that the preapprentice will be trained in facilities and other environments which comply with the Occupational Safety and Health Act. All preapprenticeship programs must comply with the following federal and state laws and regulations hereby incorporated into this rule by reference:

a. Subpart C of Part 570 of Title 29 of the Code of Federal Regulations,

<http://www.flrules.org/Gateway/reference.asp?No=Ref-00174> effective July 19, 2010.

b. Rule 61L-2.003, F.A.C., <http://www.flrules.org/Gateway/reference.asp?No=Ref-00174> effective October 7, 1993. (Update Link.)

c. Rule 61L-2.004, F.A.C., <http://www.flrules.org/Gateway/reference.asp?No=Ref-00174> effective October 7, 1993.

d. Rule 61L-2.005, F.A.C., <http://www.flrules.org/Gateway/reference.asp?No=Ref-00174> effective October 7, 1993. (Update Link.)

3. The composition and duties of the preapprenticeship committee and frequency of meetings. The committee must include at least one representative of each Partnering RAPS.

(d) A term of preapprenticeship established by the committee and designed to prepare the preapprentice for entry or transition into a registered apprenticeship training program. A minimum of 150 hours of related technical instruction is required, plus any OJT hours, if applicable. The term of preapprenticeship shall be presented in hours of related technical instruction, plus OJT hours, if applicable.

(e) Organized related technical instruction in technical subjects related to the occupation or occupational grouping. Provide the name and address of school or location where the training will occur.

(f) Maintenance of preapprenticeship records.

a. The location of program records if records are not maintained on the respective school campus; and

b. The availability of records of on-the-job training and related technical instruction for review by the Department upon request;

c. Preapprentice records must be maintained for at least two (2) years following the preapprentice's date of departure from or completion of the program and include must include signed preapprenticeship agreements.

evidence of minimum qualifications met, related technical instruction attendance records and if applicable, on-the-job training records.

d. Program records must be maintained for at least two (2) years and include partnering MOUs, committee meeting minutes and updated standards of preapprenticeship.

(g) The required minimum qualifications for individuals entering into the preapprenticeship program.

(h) Termination of the preapprenticeship agreement for good cause.

(i) A plan for resolving differences.

(j) Not less than five (5) business days notice to the preapprentice of any adverse action and cause therefore, with stated opportunity to the preapprentice for corrective action during such period.

(k) Responsibility to engage in Equal Employment Opportunity to include:

1. Procedures for dissemination of program openings and opportunities; and,

2. A selection procedure that does not discriminate against any individual on the grounds of race, color, religion, sex, national origin, and age.

(l) The placement of a preapprentice under a preapprenticeship agreement with the Sponsor.

(m) Provision for registration, cancellation and deregistration of the program; and the requirement of submission of any amendment or modification of program standards to the Department through the appropriate apprenticeship representative.

(n) Provision for notifying the Department of all actions regarding registered preapprentices within forty-five (45) days.

(o) Provision for requesting issuance of a preapprenticeship completion certificate from the Department.

(p) On-the-Job Training (OJT) is not a requirement of preapprenticeship. When OJT is incorporated into a program, the following applies:

1. An outline of work processes in which the preapprentice will receive supervised work experience and on-the-job training and allocation of the approximate time to be spent in each process. OJT for preapprenticeship must be time based.

2. A wage rate shall be included. In no event shall the preapprentice wage rate be less than the minimum wage prescribed for in the Fair Labor Standards Act or by s. 448.110, Florida Statutes.

3. Preapprentice to journeyworker ratios for preapprenticeship programs must be outlined and conform with the

ratios outlined in the Partnering RAPS standards. Assurance of qualified journeyworkers and personnel to train the preapprentices. Apprentices cannot serve as journeyworkers to preapprentices. The combination of apprentices and preapprentices trained by journeyworkers must not exceed the ratio of supervision apprentice(s) to journeyworker(s) as approved on the Standards of Apprenticeship for the Partnering RAPS.

4. List of participating employers. If the program has multiple employers, a preapprenticeship participating employer's agreement form must be provided for each employer.

(q) Certificate of completion will only be issued to preapprentices that complete all components outlined in the standards of preapprenticeship.

(5) Preapprenticeship Agreement. Preapprentices will be individually registered in one (1) occupation or occupational grouping with an agreement which shall be registered with the Department.

The preapprenticeship agreement shall contain:

(a) Names and signatures of contracting parties (preapprentice and sponsor) and the signature of parent or guardian if the individual is a minor or otherwise ineligible to enter into a contractual agreement.

(b) The preapprentice's date of birth and, on a voluntary basis, Social Security number.

(c) Name and address for the program sponsor.

(d) A statement of the occupation or occupational grouping which the preapprentice is to be taught, and the beginning date and expected term in months of preapprenticeship.

(e) A statement showing:

1. The number of hours to be spent in related technical instruction.

2. If on-the-job training is included:

a. The number of hours to be spent in on-the-job training.

b. Name of the participating employer that has signed a participating employer agreement with the preapprenticeship program.

c. A statement that the agreement can be terminated by either of the parties, citing cause(s), with notification to the registration agency.

(g) A reference incorporating the standards as part of the preapprenticeship agreement as they exist on the date of agreement.

(h) A statement that the preapprentice will be afforded Equal Employment Opportunity in all phases of on-the-

job training without discrimination because of race, color, religion, national origin, sex or age.

(i) The expected completion date.

(j) A request for demographic data, including the preapprentice's race, sex, ethnicity, and disability status.

(6) Deregistration of Registered Preapprenticeship Programs. Deregistration of a program may be effected either upon the voluntary action of the sponsor by a request for cancellation of the registration or upon notice by the Department to the sponsor stating cause:

(a) Cancellation by request of the sponsor. The Department may cancel the registration of a preapprenticeship program by a written acknowledgement of such request stating, but not limited to, the following:

1. The registration is cancelled at sponsor's request and giving the effective date of such cancellation; and,
2. That, within fifteen (15) days of the date of the acknowledgment, the sponsor must notify all preapprentices of such cancellation and the effective date; that such cancellation automatically deprives the preapprentice of his or her individual registration.

(b) Deregistration by the Department. In accordance with Rule 6A-23.006, the Department is authorized to deregister any preapprenticeship program, occupation or occupational grouping when the preapprenticeship program

1. Is not conducted, operated, or administered in accordance with the registered standards or the requirements of Chapter 6A-23, F.A.C.;

2. Fails to train preapprentices for 12 consecutive months;

3. Fails to report data during the program year.

(7) Reinstatement of Program Registration. Any preapprenticeship program deregistered pursuant to this rule may be reinstated within two (2) years of the deregistration date upon presentation of adequate evidence that the preapprenticeship program has corrected or remedied the cause for deregistration and is operating in accordance with the requirements of Chapter 6A-23, F.A.C. Such evidence shall be presented to the Department through the Director of Apprenticeship at: Apprenticeship Programs, Division of Career and Adult Education, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399. The Department will make a determination and notify the program within ninety (90) days.

(8) Program Completers.

(a) The Partnering RAPS shall give primary consideration for admission to completers of the preapprenticeship program.



(b) The preapprenticeship completers who enter a registered apprenticeship program shall be exempt from repeating any related course of instruction, and if OJT is included in the preapprenticeship program, credit for OJT hours shall be awarded according to the partnering sponsor MOU.

(c) Preapprentices who are accepted into the Partnering RAPS prior to completing RTI and OJT outlined in the standards of preapprenticeship shall be reported as completers.

(9) The following documents are hereby incorporated by reference and made a part of this rule. Copies may be obtained from the Florida Department of Education, 325 West Gaines Street, Tallahassee, FL 32399-0400, or at the websites listed below.

(a) Partnering Sponsorship Memorandum of Understanding (MOU) ([Insert link here](#)), effective December 2025.

(b) Registered Preapprenticeship Training Standards Template ([Insert link here](#)), effective December 2025.

(c) Preapprentice Agreement Form ([Insert link here](#)), effective December 2025.

(d) Participating Employer Agreement Form ([Insert link here](#)), effective December 2025.

*Rulemaking Authority 446.032, 446.041(12) FS. Law Implemented 446.052 FS. History--New 6-9-81, Formerly 38C-16.10, Amended 8-18-94, 4-8-96, Formerly 38C-16.010, Amended 1-25-98, 3-15-98, 4-27-98, Formerly 38H-16.010, Amended 3-29-11.*

**FLORIDA DEPARTMENT OF EDUCATION  
OFFICE OF APPRENTICESHIP  
PARTNERING SPONSORSHIP MEMORANDUM OF UNDERSTANDING (MOU)**

**Effective Date:** [Insert Date]

**Duration:** [Insert Term, e.g., One Year, with Option for Renewal]

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**I. PURPOSE**

This Partnering Memorandum of Understanding (MOU) is entered into by and between [Name of Preapprenticeship Program], hereinafter referred to as the “Preapprenticeship Program,” and [Name of Registered Apprenticeship Program Sponsor], hereinafter referred to as the “Partnering RAPS,” to outline the relationship and cooperation required under 6A-23.010, Florida Administrative Code (F.A.C.), for the operation of a preapprenticeship program directly linked to a registered apprenticeship program sponsor in the following **occupation or occupational grouping:** [Redacted].

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**II. AUTHORITY**

This agreement is executed pursuant to Chapter 446, Florida Statutes, and Rule Chapter 6A-23, F.A.C., governing preapprenticeship and apprenticeship training in the State of Florida.

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**III. ROLES AND RESPONSIBILITIES**

**A. Preapprenticeship Program Sponsor**

The Preapprenticeship Program Sponsor agrees to:

1. Provide training in competencies and skills aligned with the registered apprenticeship program.
2. Utilize curriculum and instructional methods consistent with industry standards and approved by the Florida Department of Education (Department).
3. Maintain training and attendance records and submit participant performance reports as required by the Department.
4. Refer qualified completers to the Partnering RAPS for admission into the registered apprenticeship program.

**B. Partnering RAPS**

Partnering RAPS agrees to:

1. Collaborate and recommend changes to ensure training aligns with industry requirements and program standards to create career pathways into Registered Apprenticeship.
2. A representative must participate in the Preapprenticeship committee.
3. Give priority consideration to qualified preapprenticeship completers during the apprenticeship application process.
4. Award credit in the registered apprenticeship program to preapprenticeship completers based on competencies mastered and hours earned, as stipulated in section IV of this agreement and in

conformance with the requirements established in the Standards of Apprenticeship in compliance with Rule 6A-23.004(2)(l), FAC.

5. Be actively training apprentices at the time of entering into this agreement and demonstrate a reasonable intent to continue training apprentices in order to provide ongoing training opportunities for preapprenticeship program completers. (In the event that the Partnering RAPS fails to provide training for 12 consecutive months, it becomes ineligible to continue as a partnering sponsor to the program or occupation.)

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#### IV. TRANSITION TO APPRENTICESHIP AND GRANTING OF CREDIT

The Preapprenticeship Program is designed to prepare individuals for entry into a registered apprenticeship program. Therefore, the parties agree that:

- Preapprenticeship completers of the preapprenticeship program will be eligible for the following credit, upon demonstration of skills learned and documented training records provided:
  - Related technical instruction **credit:** [insert credit in hours] (hours).
  - On-the-job training **credit:** [insert credit in hours] (hours) (if OJT training is included)

If the performance criteria meet the standards established by the Partnering RAPS, the preapprentice must be awarded the credit stipulated above and shall be advanced to the wage rate and related technical instruction level commensurate with the amount of credit awarded.

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#### V. TERMINATION

This agreement may be terminated by either party upon 30 days' written notice. Both parties agree to minimize disruptions for active participants during any transition.

If the Partnering RAPS cancels this agreement, the program, the occupation or fails to provide training for 12 consecutive months, the preapprenticeship program shall ensure a suitable replacement. Preapprenticeship programs that fail to secure a new Partnering RAPS within 30 days of the cancellation of an existing Partnering RAPS, preapprenticeship program or occupation shall be cancelled in accordance with 6A-23.010(3)(h), F.A.C.

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#### VII. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this MOU as of the dates below:

**Preapprenticeship Program Provider**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Registered Partnering RAPS**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# State of Florida



## Registered Preapprenticeship Standards for

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

(Program Name)

P-XXX

(Program Number)

**These Standards of Preapprenticeship include the Instruction in the following Occupation(s):**

Occupation/ Occupational Grouping	Expected Term (months)	RTI Hours	OJT Hours (if applicable)	O*NET/ SOC Code

\*\* Add additional rows as needed.

**List of Partnering Registered Apprenticeship Program Sponsor (Partnering RAPS) under Chapter 446, F.S.**

Occupation/ Occupational Grouping	Florida Registered Apprenticeship Program Name(s):	Apprenticeship Program Number(s)

\*\* Add additional rows as needed.

LOCAL EDUCATION AGENCY (LEA) NAME(S): (If Applicable)

\*\* Add additional rows as needed.

High School Program: ☐ Adult Program: ☐

OJT Included: Yes ☐ No ☐

**REGISTERED BY THE FLORIDA DEPARTMENT OF EDUCATION,  
OFFICE OF APPRENTICESHIP**

# TABLE OF CONTENTS

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DEFINITIONS.....	3
CONFORMANCE WITH STATE AND FEDERAL LAWS .....	5
PARTNERING REGISTERED APPRENTICESHIP SPONSOR .....	5
SECTION 1 – REGISTRATION OF PREAPPRENTICESHIP PROGRAM.....	5
SECTION 2 – PROGRAM CANCELLATION AND DEREGISTRATION .....	5
SECTION 3 – PROGRAM ADMINISTRATION AND RESPONSIBILITIES .....	6
Committee Responsibilities .....	6
Responsibilities of the Sponsor:.....	6
Responsibilities of the Preapprenticeship Committee:.....	6
Responsibilities of the Partnering Registered Apprenticeship Sponsor (Partnering RAPS):.....	6
Responsibilities of the Preapprentice: .....	6
Maintenance of Preapprenticeship Records .....	6
Equal Employment Opportunity .....	7
Resolving Differences .....	7
Amendments and Modifications .....	8
Notification .....	8
SECTION 4 – PREAPPRENTICESHIP AGREEMENT .....	8
Preapprenticeship Agreement Form.....	8
Credit for Preapprenticeship Completion.....	8
SECTION 5 – CERTIFICATE OF COMPLETION OF PREAPPRENTICESHIP .....	8
OCCUPATIONAL APPENDIX: .....	9
SECTION 6 – QUALIFICATIONS AND SELECTION PROCEDURES .....	9
Minimum Qualifications: .....	9
Selection Procedures: .....	9
SECTION 7 – RELATED TECHNICAL INSTRUCTION .....	10
Related Technical Instruction Outline.....	10
SECTION 8 – RATIO OF PREAPPRENTICES .....	11
SECTION 9 – PREAPPRENTICE WAGE RATE .....	11
SECTION 10 – PARTICIPATING EMPLOYER .....	11
SECTION 11 – ON-THE-JOB TRAINING WORK PROCESS SCHEDULE .....	12
OFFICIAL ADOPTION OF PREAPPRENTICESHIP STANDARDS .....	13

## DEFINITIONS

- 1) Apprenticeship Training Representative (ATR) – means an individual representative of the Florida Department of Education, properly authorized to act on behalf of the Department in matters concerning registered apprenticeship, and preapprenticeship. **6A-23.002(6), F.A.C.**
- 2) Course Title and Number – means a secondary or post-secondary course(s) within a program of study for which the preapprentice is enrolled.
- 3) Completion Certificate – means the official document issued by the Department to an individual who has successfully completed preapprenticeship training as verified by the program sponsor.
- 4) Department – means the Florida Department of Education. **446.021(12), F.S.**
- 5) Foundational Skills – means basic skills related to the occupation of training to prepare individuals for the entry into a Registered Apprenticeship Program **6A-23.010(2)(b), F.A.C.**
- 6) High School Preapprentice – means a student, at least sixteen (16) years of age, who is typically enrolled as a junior or senior at a public high school; enrolled in a career and technical education (CTE) program of study or a series of high school courses which are directly related to the occupation listed in the Standards of Preapprenticeship; and has entered into a preapprenticeship agreement with a Florida registered preapprenticeship program sponsor.
- 7) Journeyworker – means a person working in an apprenticeable occupation who has successfully completed a registered and state-approved apprenticeship program or who has worked the number of years required by established industry practices for the occupation and, if required for the specific industry, has passed the appropriate state-approved industry test. Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation through practical on-the-job experience and formal training. **6A-23.002(17), F.A.C.**
- 8) Local Education Agency – (LEA) means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a school district within the State of Florida.
- 9) Occupation – means an apprenticeable occupation approved by U.S. Department of Labor or the Registration Agency for Registered apprenticeship. **6A-23.010(2)(c), F.A.C.**
- 10) Occupational Grouping – means two or more occupations requiring a common foundational skills within the same industry, for example construction, health care, manufacturing, information technology, automotive. **6A-23.010(2)(d), F.A.C.**
- 11) On-the-Job-Training (OJT) – means the process by which knowledge and skills are acquired under the supervision and tutelage of an experienced Journeyworker within an apprenticeable occupation registered with the Department. On-the-Job Training is the monitoring and training responsibility of the Sponsor or Participating Employer. **6A-23.002(18), F.A.C.**
- 12) O\*Net Code – The Occupational Information Network (O\*NET) codes and titles are based on the system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. This is also known as “Standard Occupational Classification (SOC) Code.”
- 13) Partnering Registered Apprenticeship Program Sponsor (Partnering RAPS) – means a Florida Registered Apprenticeship Program (RAP) in the same occupation or occupational grouping that agrees to support the Registered Preapprenticeship Program to create career pathways into Registered Apprenticeship based upon the established selection criteria. A representative from the partnering RAPS must serve on the preapprenticeship committee and a Partnering Sponsorship Memorandum of understanding must be submitted for registration. **6A-23.010(2)(e), F.A.C.**
- 14) Participating Employer – means a business entity which: (a) Is actively engaged by and through its own employees in the actual work of the occupation being preapprenticed; (b) Employs, hires and pays the wages of the Preapprentice, and the Journeyworker serving as qualified training personnel training the Preapprentice; (c) Evaluates the preapprentice; and (d) Is signatory party to a collective bargaining agreement or signatory to a Participating Employer agreement with the program Sponsor which is registered with the Department. **6A-23.010(2)(f), F.A.C.**
- 15) Partnering Sponsorship Memorandum of Understanding (MOU) – means a nonbinding agreement between a preapprenticeship program sponsor and each partnering RAPS which states each party's intentions to provide training and services and grant credit for said training. **6A-23.010(2)(n), F.A.C.**
- 16) Preapprentice – means any person sixteen (16) years of age or over engaged in any course of instruction in the public school system or elsewhere, which coursework course is registered as a preapprenticeship program with the Department and who has signed a Preapprenticeship Agreement Form. **6A-23.010(2)(f), F.A.C.**

- 17) Preapprenticeship Agreement – means a written agreement between the Preapprentice and the preapprenticeship program sponsor, containing the terms and conditions of training and incorporating the registered preapprenticeship standards as part of the agreement. **6A-23.010(2)(g), F.A.C.**
- 18) Preapprenticeship Committee or Committee – means those persons designated by the Preapprenticeship sponsor to administer the program which must include at least one representative of each partnering RAPS. A committee may be either joint or non-joint, as defined in Rule 6A-23.002. **6A-23.010(2)(h), F.A.C.**
- 19) Preapprenticeship Program – means an organized course of instruction in an apprenticeable occupation or occupational grouping, in the public school system or elsewhere, which is designed to prepare a person sixteen (16) years of age or older to become an apprentice, and which is approved and registered with the Department and sponsored by a Partnering RAPS. Preapprenticeship programs include related technical instruction and may include on-the-job training. Preapprenticeship programs fall into one of the following categories:
- a. “High school preapprenticeship program” is one occurring in a public secondary school system and includes secondary Career and Technical Education program coursework. Preapprenticeship programs do not qualify for dual enrollment under s. 1007.271, Florida Statutes.
  - b. “Adult preapprenticeship program” is one designed to serve adults, and/or youth who are not enrolled in a high school. The program operates outside of the public secondary school system. **6A-23.010(2)(i), F.A.C.**
- 20) Preapprenticeship Sponsor – means any committee, a group of employers, an employer, a group of employees, an educational institution, a local workforce board, a community or faith-based organization, an association, or any combination thereof, in whose name the preapprenticeship program is registered or approved and is responsible for the administration and operation of the program to offer preapprenticeship training as approved in the Preapprenticeship Standards. **6A-23.010(2)(j), F.A.C.**
- 21) Registered Preapprenticeship Standards - means the minimum requirements established uniformly for each occupation or occupational grouping under which a preapprenticeship program is administered and includes standards of admission, training goals, training objectives, curriculum outlines, objective standards to measure successful completion of the preapprenticeship program, and the percentage of credit that may be given to preapprenticeship completers upon acceptance into the partnering RAPS. **6A-23.010(2)(k), F.A.C.**
- 22) Registration Agency – means the Florida Department of Education which has responsibility for registering Preapprenticeship Programs and Preapprentices; providing technical assistance; and conducting reviews for compliance and quality assurance assessments. **446.011, F.S.**
- 23) Related Technical Instruction (RTI) – means an organized and systematic form of instruction designed to provide knowledge of the theoretical and technical subjects related to the occupation. Such instruction may be given in a classroom, through occupational or industrial courses, correspondence courses, electronic media, or other forms of self-study approved by the Department. **6A-23.002(25), F.A.C.**
- 24) Work Processes – means an outline of Journeyworker supervised work experience and OJT with the allocation of approximate hours to be spent in each activity. **6A-23.002(32), F.A.C.**

## CONFORMANCE WITH STATE AND FEDERAL LAWS

The Florida Department of Education, Division of Career and Adult Education, Apprenticeship Office (Department) is properly established and constituted under applicable state law as the designated body for approval and registration of Preapprenticeship Programs and individual Preapprenticeship Agreements for state purposes.

These Standards of Preapprenticeship will be conducted, operated and administered in accordance with all applicable provisions of Chapter 446, Florida Statutes (F.S.); Chapter 6A-23, Florida Administrative Code (F.A.C.); and subsequently, Title 29 Code of Federal Regulations, Part 30, and all relevant guidance issued by the Department. No section of these standards shall be construed to permit violation of any law or regulation of the State of Florida or the United States.

## PARTNERING REGISTERED APPRENTICESHIP SPONSOR

As a condition for the registration of a new preapprenticeship program, or for the addition of new occupation(s) to an existing registered preapprenticeship program in the State of Florida, the Florida Department of Education, Division of Career and Adult Education, Office of Apprenticeship, requires the formal establishment of a partnership with one or more Registered Apprenticeship Programs (RAPs) operating within the state, per Rule 6A-23.010(3)(h), F.A.C. This partnership entity shall be referred to as the Partnering Registered Apprenticeship Program Sponsor (Partnering RAPS).

The Partnering RAPS must be actively training apprentices in the same occupation or occupational group for which the preapprenticeship program is being developed and a representative must be part of the Preapprenticeship Committee. This partnership is intended to support the creation of clear career pathways into Registered Apprenticeship Programs and must be formalized through a Partnering Sponsorship Memorandum of Understanding (MOU) provided by the Department as an attachment to these Standards of Preapprenticeship.

Furthermore, at least one representative of the Partnering RAPS must serve as a member of the preapprenticeship committee, contributing to the oversight and alignment of training objectives.

## SECTION 1 – REGISTRATION OF PREAPPRENTICESHIP PROGRAM

These Standards of Preapprenticeship shall be submitted to the appropriate Apprenticeship Training Representative to be reviewed and forwarded to the Department for approval and registration. Per Rule 6A-23.010(3)(i), F.A.C., the program must be actively training Preapprentices within one (1) year of registration in each occupation or occupational grouping for which registration is granted.

## SECTION 2 – PROGRAM CANCELLATION AND DEREGISTRATION

Rule 6A-23.010(6), F.A.C. provides the following:

**Cancellation** of the program by request of the sponsor, may be effected upon the voluntary action of the Preapprenticeship Committee or Sponsor and must notify the Registration Agency and the appropriate Apprenticeship Training Representative within forty-five (45) days in writing of any decision to cancel the program.

**Deregistration** of the program by the Department shall be upon written notice by the Registration Agency to the Preapprenticeship Committee or Sponsor stating cause and instituting formal deregistration proceedings in accordance with the provisions of Chapter 6A-23.010(6), F.A.C.

Reasons for deregistration of an occupation or program include the following:

- The Partnering RAPS cancels the MOU, and the preapprenticeship program fails to secure a new MOU within 30 days.
- The Partnering RAPS program or occupation fails to provide training for 12 consecutive months.
- The Preapprenticeship program goes inactive (no participants training occurring) for more than one (1) year.
- The Preapprenticeship program fails to report data as required by the Department during the program year.
- The Preapprenticeship program fails to articulate preapprentices in to registered apprenticeship as outlined in Rule 6A-23.010(3)(m), F.A.C.

In either event, the Preapprenticeship Committee or Sponsor must notify all Preapprentices within fifteen (15) business days of the effective date that will deprive the Preapprentices of their individual registration.



## SECTION 3 – PROGRAM ADMINISTRATION AND RESPONSIBILITIES

### Committee Responsibilities

Program Sponsors are responsible for the administration of all aspects of the Preapprenticeship Program. The Sponsor will establish a Preapprenticeship Committee to carry out the responsibilities and duties required as described in these Standards of Preapprenticeship.

Per Rule 6A-23.010(4)(c)(3), F.A.C., the Preapprenticeship Committee shall be composed of at least \_\_\_\_ member representatives and a current list must be provided to the Department. The committee shall include a Chairperson and a Secretary. The Committee shall meet [monthly/quarterly/bi-annually] or as often as necessary to conduct business.

### Responsibilities of the Sponsor:

In addition to the sections outlined in these Standards of Preapprenticeship, the sponsor will:

- 1) Make a concerted effort to afford the opportunity for completion of the preapprenticeship program.
- 2) Provide continual support to preapprentices to complete the preapprenticeship program and prepare preapprentices for entry into the sponsor's registered apprenticeship training program(s).
- 3) Assure the participating employers have qualified journeyworkers to oversee and train the preapprentices when OJT is incorporated into the program.
- 4) Arrange for periodic evaluation of preapprentice progress and make recommendations as appropriate.
- 5) In general, be responsible for the successful operation of the program and the welfare of the preapprentices.

### Responsibilities of the Preapprenticeship Committee:

In addition to the responsibilities of the sponsor, the preapprenticeship committee will:

- 1) Notify the appropriate Apprenticeship Training Representative of all Preapprenticeship Committee meetings and make available, upon request, the official minutes of such meetings; and
- 2) Recommend changes in the program as are deemed necessary to improve effectiveness and efficiency.

### Responsibilities of the Partnering Registered Apprenticeship Sponsor (Partnering RAPS):

- 1) Support the registered preapprenticeship program to create career pathways into registered apprenticeship.
- 2) Recommend changes in the program as are deemed necessary to improve acceptance into registered apprenticeship.
- 3) A representative of each partnering RAPS must participate in the preapprenticeship committee.
- 4) Award credit in the registered apprenticeship program to preapprenticeship completers based on competencies mastered and hours earned, as stipulated in the partnering sponsorship MOU.
- 5) Be actively training apprentices as required by 6A-23.010(3), F.A.C.
- 6) Notify the preapprenticeship sponsor, in the event the RAP sponsor ceases to provide training.
- 7) Indicate the preapprenticeship program from which the apprentice articulated in the Registered Apprenticeship Partners Information Data System (RAPIDS).

### Responsibilities of the Preapprentice:

- 1) Learn prerequisite skills and knowledge for becoming a registered apprentice.
- 2) Work faithfully and diligently at the occupation.
- 3) Protect the property of the employer/school/program sponsor.
- 4) Respect and comply with all rules, regulations and policies of the employer affecting OJT (if applicable).
- 5) Attend related technical instruction classes regularly.
- 6) Successfully complete all related technical instruction lessons, assignments, and assessments as required; submit properly completed records in a timely manner upon request; and keep accurate records of work experience (OJT) (if applicable).

### Maintenance of Preapprenticeship Records

All preapprenticeship program records pertaining to the administration, selection, training, and employment of preapprentices (test scores, attendance records, transcripts, progress evaluations, etc.), shall be the sole maintenance responsibility of the sponsor and are to be kept at the following address, which is a facility that allows and provides governmental access for auditing purposes as outlined in Ch. 119 F.S. (Florida Public Records Law):

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Name of Site

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Address, City, State and Zip Code

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All Preapprenticeship program related records are the property of the sponsor and must be maintained for a period of no less than two (2) years from the date of last action and must be presented for review upon request by the Department, in accordance with Rule 6A-23.010(4)(f), F.A.C.

### **Equal Employment Opportunity**

To provide equal opportunities in the recruitment, selection, employment, training and advancement of preapprentices, per Rule 6A-23.010(4)(k), F.A.C., the committee agrees to make the following targeted workforce commitments:

- (1) Disseminate in cooperation with the LEA if applicable, information to all applicants/students concerning the nature of preapprenticeship, availability of preapprenticeship opportunities, sources of preapprenticeship applications, and the equal opportunity policy of the committee; and
- (2) Cooperate with local school boards and career pathways education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into preapprenticeship programs and ultimately to qualify for entry into the program sponsor's registered apprenticeship program.

The preapprenticeship committee or sponsor will provide equal opportunity in preapprenticeship and will not conflict with Title 29 of the Code of Federal Regulations, Part 30, which pertain to equal employment opportunity in apprenticeship. The recruitment, selection, employment and training of preapprentices during their preapprenticeship shall be without discrimination because of race, color, religion, national origin, sex, or because they are an individual with a disability or a person 40 years old or older.

### **Resolving Differences**

Per Rule 6A-23.010(i), F.A.C., the Preapprenticeship Sponsor shall have a plan for resolving differences. In case of dissatisfaction, the participating employer (if applicable), or the preapprentice has the right and privilege of appeal to the preapprenticeship committee or sponsor for corrective action and adjustment concerning these standards or preapprenticeship agreement for which written notification is received within fifteen (15) days of the alleged dissatisfaction. The complaint shall be in writing and signed by the complainant (parent or guardian if minor). It must include the name, address, and telephone number of the participating employer (if applicable) or the Preapprentice involved, and a brief description of the circumstances concerning the standards of preapprenticeship or the preapprenticeship agreement. The preapprenticeship committee or sponsor will locally make such rulings as it deems necessary in each individual case within thirty (30) days of receiving the written notification. The preapprenticeship committee or sponsor will have full authority to supervise the enforcement of these standards. Its decision will be final and binding on the participating employer (if applicable) and the preapprentice. The Department is available for consultation and interpretation to assist in resolving any complaints the participating employer (if applicable) or preapprentice has about the preapprenticeship training program. The name and address of the appropriate authority to receive, process, and make dispositions of complaints is as follows:

---

Name of Contact

---

---

Address, City, State and Zip Code

---

---

Phone Number and E-mail Address

---

The Participating Employer (if applicable) or the Preapprentice shall be provided notification by the Preapprenticeship Committee or Sponsor not less than five business days' notice of the date of any proposed adverse action with stated opportunity for the Participating Employer (if applicable) or Preapprentice during such period for corrective action.

Differences that arise between the LEA (if applicable), and the program sponsor involving program administration and/or execution, should be addressed to the Registration Agency in writing for resolution, adjustment, and/or decision.

### **Amendments and Modifications**

These Standards of Preapprenticeship may be amended or modified at any time by the Preapprenticeship Committee or Sponsor. Such amendment(s) or modification(s) must be promptly submitted to the Department for approval through the appropriate Apprenticeship Training Representative, per Rule 6A-23.010(3)(i), F.A.C. A copy of the amendment(s) or modification(s) adopted shall be furnished to each Preapprentice to whom the amendment(s) or modification(s) applies and shall not alter Preapprenticeship Agreements in effect at the time of such change without express consent of all parties to the agreement.

### **Notification**

The Department must be notified within forty-five (45) days, through the appropriate Apprenticeship and Training Representative, of all actions affecting Preapprentices per Rule 6A-23.010(4)(n), F.A.C.

## **SECTION 4 – PREAPPRENTICESHIP AGREEMENT**

### **Preapprenticeship Agreement Form**

Per Rule 6A-23.010(5), F.A.C., preapprentices will be individually registered in one (1) occupation or occupational grouping with an agreement which shall be registered with the Department.

Prospective preapprentices shall have the right and opportunity to review, read and obtain a copy of these standards before they sign the preapprenticeship agreement. The preapprentice shall be placed under a preapprenticeship agreement signed by the program sponsor and the preapprentice (if a minor, their parent or guardian). The preapprenticeship agreement incorporates the terms and conditions of training. The preapprenticeship agreement may be terminated by mutual consent at any time and can be canceled for good cause and in the case of good cause, a reasonable opportunity for corrective action may occur upon mutual agreement.

### **Credit for Preapprenticeship Completion**

- Credit for prior learning or work experience cannot be awarded into preapprenticeship, per Rule 6A-23.010(3)(e), F.A.C.
- The Preapprenticeship Committee or Sponsor, in cooperation with the Partnering RAPS, must establish the amount of credit in hours that may be given to the preapprentices upon acceptance into the Partnering RAPS. Credit will be based on demonstration of skills or knowledge equivalent to those identified in the Standards of Apprenticeship as required by the registered apprenticeship program. The decision to award, not award, or how much credit to award must be outlined in the Partnering Sponsorship MOU. A Preapprentice granted credit into the Registered Apprenticeship Program shall be advanced to the wage rate and Related Technical Instructional level commensurate with the amount of credit awarded, per Rule 6A-23.010(8)(b), F.A.C.

## **SECTION 5 – CERTIFICATE OF COMPLETION OF PREAPPRENTICESHIP**

Upon satisfactory completion of the Preapprenticeship Program by the preapprentice as established in these Standards of Preapprenticeship, the Preapprenticeship Committee or Sponsor will certify to the Department and request the awarding of a Certificate of Completion of Preapprenticeship to the completing preapprentice(s) issued by the Department, per Rule 6A-23.010(3)(q), F.A.C.

## OCCUPATIONAL APPENDIX: \_\_\_\_\_

**\*\***(Enter the Occupation or Occupational Grouping.)

**Instructions:** Complete one Occupational Appendix per Occupation/Occupational Grouping.

### SECTION 6 – QUALIFICATIONS AND SELECTION PROCEDURES

The minimum qualifications required by a Sponsor for persons entering a Preapprenticeship Program must have an eligible starting age of not less than sixteen (16) years. The Preapprenticeship Committee or Sponsor may elect to require a minimum age above sixteen (16) years.

#### Minimum Qualifications:

This program is open to all applicants on a completely non-discriminatory basis.

a. ☐ **Age (Required)**

The minimum age qualification required by the Preapprenticeship Committee or Sponsor for persons entering the Preapprenticeship Program is \_\_\_\_\_ years.

b. ☐ **Physical (if OJT is applicable)**

Applicants will be physically capable of performing the essential functions of the occupation, with or without reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

c. ☐ **Academics / Letter** (for High School CTE only)

Applicants must have a minimum 2.0 GPA overall OR 3.0 in the occupationally aligned CTE program OR written letter of recommendation from CTE Teacher of record.

**\*\***Additional occupational-related minimum qualifications may be added as needed.

#### Selection Procedures:

Selection of Preapprentices into this program shall be without discrimination, based on race, color, religion, national origin, sex, or because they are an individual with a disability or a person 40 years old or older.

The applicable selection procedure for this program shall be a coordinated effort between the L.E.A. if applicable, the preapprenticeship committee, or program sponsor, shall select Preapprentices from qualified applicants using **one** of the following appropriate selection methods examples:

1. ☐ **Selection on the basis of rank from pool of eligible applicants:**

The Preapprenticeship Committee or Sponsor may select Preapprentices from a pool of eligible applicants based on the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the Preapprenticeship program.

2. ☐ **Random selection from pool of eligible applicants:**

The Preapprenticeship Committee or Sponsor may select Preapprentices from a pool of eligible applicants on a random basis. The names of Preapprentices drawn by this method shall be posted immediately following the selection by the Preapprenticeship Committee or at the program sponsor site.

3. ☐ **First Come, First Served Basis:**

The Apprenticeship Committee or Sponsor will select Pre-apprentices on a “first come, first served” basis. Applications will be considered in the order they are received. The Apprenticeship Committee or Sponsor will determine the number of positions available each year. Applications received will include the application date and application number.

4. ☐ **High School Career and Technical Education (CTE) Student:**

All qualified preapprentice applicants currently enrolled in the CTE programs identified within these Standards of Preapprenticeship will be selected if minimum requirements are met.

5. ☐ **Alternative Selection Methods:**

The Apprenticeship Committee or Sponsor may select preapprentices by any other method, including its present selection method. Please describe your alternative selection method in detail.

## SECTION 7 – RELATED TECHNICAL INSTRUCTION

The program shall comply with and instruct the preapprentices in safety and health related work practices, including assurance that the preapprentice will be trained in facilities and other environments that comply with the Occupational Safety and Health Act; Title 29 of the Code of Federal Regulations, Part 570 (Federal Child Labor); Chapter 61L-2 Florida Administrative Code (State Child Labor) and with Public Law 91-596 (Occupational Safety and Health Act).

Preapprentices registered under these training standards shall be required to attend and complete subjects related to the occupation in which they are registered.

Secondary or Postsecondary Education Classes will be conducted at:

School Name:	
School Address:	
Contact Person	
Phone Number:	
Email:	
Occupation/ Occupational Grouping:	

\*\* If classes are conducted in more than one location, add additional sections.

### Related Technical Instruction Outline

Occupation/ Occupational Grouping:	
Total RTI Hours:	

For high school preapprenticeship programs, include the secondary Career and Technical Education (CTE) program name and number:

CTE Program Name:	
CTE Program Number:	

For adult preapprenticeship programs linked with an LEA that is a school district, include the program name and program number after each school.

Program Name:	
Program Number:	

For adult preapprenticeship programs linked with an LEA that is a state college, include the CIP name and CIP number after each school.

CIP Name:	
CIP Number:	

Please provide an outline of the related technical instruction to be provided during the term of the program:

Related Technical Instruction:	RTI Hours



A list of participating employers, to be kept current, is as follows:


\*\*Add additional rows as needed.

## SECTION 11 – ON-THE-JOB TRAINING WORK PROCESS SCHEDULE

In all instances, the approved Participating Employer(s) will provide the preapprentice(s) adequately supervised instruction and work experience of which a record will be kept and periodically evaluated, per the work process/on-the-job training outline included below. Such training shall be in an occupation or occupational grouping specifically registered in these standards. Work experience will be provided in approximately the number of hours shown, but not necessarily in the order shown.

For the occupation/occupational grouping: \_\_\_\_\_

<b>Work Process Schedule:</b>	<b>Approximate Hours:</b>
<b>TOTAL MINIMUM HOURS:</b>	

# OFFICIAL ADOPTION OF PREAPPRENTICESHIP STANDARDS

PROGRAM NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
Chairperson Date Secretary Date

## **COMMITTEE MEMBERS**

*[Print Name, Title, and Affiliation]*

MEMBER [Chairperson] –	MEMBER [Secretary] –
MEMBER –	MEMBER –
MEMBER –	MEMBER –

\*\*Add or remove member boxes as needed.

SIGNATURE AUTHORITY  
FOR COMMITTEE

\_\_\_\_\_  
Name (Please Type or Print)

\_\_\_\_\_  
(Signature)

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_

REVIEWED BY:

\_\_\_\_\_  
Apprenticeship Training Representative

\_\_\_\_\_  
/ /  
Date

\_\_\_\_\_  
Authorized Official for the Local Education Agency

\_\_\_\_\_  
/ /  
Date

FLORIDA DEPARTMENT OF EDUCATION  
DIVISION OF CAREER AND ADULT EDUCATION – OFFICE OF APPRENTICESHIP

\_\_\_\_\_  
Authorized Official - Registration Agency

\_\_\_\_\_  
/ /  
Date





**PREAPPRENTICESHIP AGREEMENT**  
BETWEEN THE PREAPPRENTICE AND THE  
PREAPPRENTICESHIP PROGRAM SPONSOR

(To Be Completed by Sponsor)

**Canceled**

Date: \_\_\_\_\_ By: \_\_\_\_\_

**Completed**

Date: \_\_\_\_\_ By: \_\_\_\_\_

**Preapprentice I.D. #:**

**Program Sponsor #: P-**

**THIS AGREEMENT**, entered into on this \_\_\_\_\_ day of \_\_\_\_\_ between the parties  
(Day) (Month) (Year)

\_\_\_\_\_ represented as the  
(Name of Local Program Sponsor's Registered Preapprenticeship Standards)  
Preapprenticeship Sponsor and \_\_\_\_\_ hereinafter referred to as the  
(PRINT: Full Legal Name of Preapprentice)  
PREAPPRENTICE, and (if a minor) \_\_\_\_\_ hereinafter referred to as his/her GUARDIAN.  
(PRINT: Parent or Guardian Name for Minors ONLY)

The preapprenticeship sponsor and preapprentice agree to the terms of the Preapprenticeship Standards incorporated as part of this agreement and in accordance with Rule 6A-23.010, Florida Administrative Code (F.A.C.). The sponsor's Preapprenticeship Standards are attached and hereby incorporated into this agreement as they exist on the date of the agreement. These Standards may be amended during the period of this agreement by the sponsor with approval from the FDOE. This preapprenticeship agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Rule 6A-23.010, F.A.C.

Occupation:	O*Net/SOC Code:	Complete this section only if OJT is included.
Estimated Term (in months):	RTI Hours:	Participating Employer:
OJT Hours: (if applicable)	Expected Completion Date:	Starting Wage:

\_\_\_\_\_  
(Legal Signature of Preapprentice)  
\_\_\_\_\_  
(Email)  
\_\_\_\_\_  
(Phone Number)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City) (State) (Zip Code)  
\_\_\_\_\_  
(If a Minor – Parent or Guardian Signature)

\_\_\_\_\_  
(Signature Representing Program Sponsor)  
\_\_\_\_\_  
(Email)  
\_\_\_\_\_  
(Phone Number)  
\_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Mailing Address of Program Sponsor)  
\_\_\_\_\_  
(City) (State) (Zip Code)

**TO BE COMPLETED BY PREAPPRENTICE**

<b>1. Social Security Number</b> (only used for training record identification)	<b>2. Date of Birth (xx/xx/xxxx)*</b>  *required field	<b>3. Sex</b>  Male  Female	<b>4. Ethnic Group</b>  Hispanic or Latino  Non-Hispanic or Latino	<b>5. Race</b>  American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White	
<b>6. Mark Highest Education Level Completed</b>  Not High School Graduate  Some College or Associate's Degree  High School Graduate or Equivalent  Bachelor's Degree  Master's Degree  Doctorate or Professional Degree				<b>7. Veteran</b>  Veteran  Non-Veteran	<b>8. Disability</b>  Yes  No
Discrimination on the basis of race, color, religion, national origin, sex, or because they are an individual with a disability or a person 40 years old or older against a student, employee or applicant in any education program, activity or employment is prohibited. Any information requested related to protected classes is used for state reporting purposes only and will not be used in a discriminatory manner.					
The preapprenticeship sponsor is responsible for the maintenance of preapprenticeship records, including this agreement, for at least two (2) years following the individual's date of departure from or completion of the program in compliance with rule 6A-23.010, F.A.C.					
Preapprentice Registration Date: _____					

(Effective 12/25)

**APPRENTICE**  
**FLORIDA**

EMPLOYER FEI / EIN									
		-							

PROGRAM NUMBER	
P	

**Florida Department of Education  
Division of Career and Adult Education  
Office of Apprenticeship**

**PREAPPRENTICESHIP  
PARTICIPATING EMPLOYER'S AGREEMENT**

Between the Employer and the Registered Program

The Employer, prior to being assigned a registered preapprentice participant for supervised on-the-job training, must read and sign the following AGREEMENT. It is to be filed with the registered program having jurisdiction of the registered preapprentice participant(s) in the specified occupation, and the local Apprenticeship Training Representative of the Registration Agency.

THIS AGREEMENT, made between \_\_\_\_\_  
(hereinafter referred to as Employer) and \_\_\_\_\_  
(hereinafter referred to as Program Sponsor) in the occupation of: \_\_\_\_\_

WITNESSETH THAT:

The Employer, affirms they are interested in the designated system of training of Registered Preapprenticeship and having read the registered program training standards formulated for this industry by the Program Sponsor and registered with the Registration Agency, agrees to abide by the rules and regulations contained therein, retain the registered preapprentice participant(s) in their employ as work is available and to participate in the financial contribution necessary to support training according to the formula established by the Program Sponsor Committee, and in consideration the Program Sponsor agrees to supply the Employer with registered participant(s), as available and within the allowed ratio, and will perform such administrative and related training functions as specified in the registered program standards. The training standards referred to herein are hereby incorporated in and made a part of this agreement. This agreement may be terminated by mutual consent of the signatory parties, only upon proper notification to the Registration Agency.

**Representing Employer:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name Typed or Printed)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
(Phone Number) (E-mail Address)

**Representing Program Sponsor:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name Typed or Printed)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
(Phone Number) (E-mail Address)