

**6A-23.012 Local Educational Agency Partnership in Apprenticeship and Preapprenticeship**

(1) Apprenticeship or preapprenticeship programs that are not sponsored by local educational agencies but partner with a local education agency for apprenticeship funding must submit the standard model contract template to the Office of Apprenticeship in accordance with s. 446.032, F.S. annually by July 1.

(2) The following document is 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 website listed below.

(3) Standard Model Contract Template (Insert link here), effective December 2025.

*Rulemaking Authority 446.032(1), 446.041(13), 1001.02(1), (2)(n) FS. Law Implemented 446.041, 446.075 FS. History—New*

## LEA and Apprenticeship/Preapprenticeship Provider Model Contract

This template is designed to establish a formal agreement between a Local Educational Agency (LEA) and a registered apprenticeship and/or preapprenticeship program. It ensures compliance with applicable laws, promotes best practices for program delivery, safeguards student interests and addresses funding requirements. In accordance with Florida Statutes § 446.032 the Department of Education is mandated to develop a model contract template for use in agreements between LEAs and apprenticeship/preapprenticeship programs. The parties may add provisions which are not inconsistent with Rule 6A-23-012, F.A.C. However, each numbered paragraph must be fully completed. Except as noted, terms used in this contract have the definitions set out in Rule 6A-23.002. Additional definitions may be set out in the contract as determined by the parties.

**1. Parties** *(Enter the official names and addresses of both the LEA and the Registered Program Sponsor. These should be the legal entities responsible for the agreement.)*

This Agreement is entered into this [Date] day of [Month], 20\_\_, between:

Registered Program Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

Educational Institution (LEA): \_\_\_\_\_

Address: \_\_\_\_\_

**2. Brief Summary of Agreement** *(Provide a short description of the purpose and scope of this agreement. Include program type (apprenticeship/preapprenticeship), key goals and any major highlights of the partnership.)*

\_\_\_\_\_

**3. Term and Renewal** *(Specify the start and end dates for the agreement. Indicate any renewal options or automatic extensions. State the amount of notice required for termination by either party.)*

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

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

Renewal Terms: \_\_\_\_\_

Termination Notice Period: \_\_\_\_\_

**4. Individual Partner Program Responsibilities** *(Review each listed responsibility and check the box under LEA and/or Sponsor to indicate which party is responsible for that task. For local variations, use the “Other” rows to add additional duties and assign responsibility.)*

| <b>Responsibility</b>   | <b>LEA</b>               | <b>Sponsor</b>           |
|---|--------------------------|--------------------------|
| Provide a Training Coordinator to oversee on-the-job training (OJT)               | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintain training records (RTI, OJT, Agreements, participant records, etc.)       | <input type="checkbox"/> | <input type="checkbox"/> |
| Recruit, evaluate, and hire qualified instructors (with credential documentation) | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide Related Technical Instruction (RTI)                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide OJT monitoring  | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide equipment   | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide facilities  | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide training materials  | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide employer placements & maintain records                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide admin support for LEA-required student records (FERPA compliance)         | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide admin support for RAPIDS <sup>1</sup> apprentice records                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide admin support for preapprentice records                                   |                          |                          |
| Other: _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: _____  | <input type="checkbox"/> | <input type="checkbox"/> |

**5. Joint Responsibilities** *(The parties agree to jointly undertake the following activities and commitments. Use the space below each item to provide additional notes or clarifications as needed.)*

|                          |                          |  |
|--------------------------|--------------------------|--|
| Initial                  | Initial                  | A. Conduct annual program reviews to assess progress and make necessary adjustments:                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | _____  |
| Initial                  | Initial                  | B. Ensure compliance with all applicable laws and regulations governing the apprenticeship and preapprenticeship programs: |
| <input type="checkbox"/> | <input type="checkbox"/> | _____  |
| Initial                  | Initial                  | C. Collaborate on curriculum development and updates to align training with industry standards and educational goals:      |
| <input type="checkbox"/> | <input type="checkbox"/> | _____  |
| Initial                  | Initial                  | D. Work to identify and pursue funding opportunities to support program sustainability and growth:                         |
| <input type="checkbox"/> | <input type="checkbox"/> | _____  |
| Initial                  | Initial                  | E. Additional notes or clarifications regarding joint responsibilities:  |
| <input type="checkbox"/> | <input type="checkbox"/> | _____  |

<sup>1</sup> Registered Apprenticeship Partners Information Data System  
 LEA and Apprenticeship/Preapprenticeship Program Provider Model Contract incorporated in Rule 6A-23.012, F.A.C.  
 (December 2025)

## 6. Fiscal Responsibilities

Per section 446.032(5)(b), Florida Statutes:

*A local educational agency and an apprenticeship or preapprenticeship program provider that partner to provide apprenticeship or preapprenticeship education and training programs must define their respective roles in the partnership agreement and establish how the funding will be divided. The partnership agreement must divide the funding based on the responsibilities that the local educational agency and the apprenticeship or preapprenticeship program provider will hold in the partnership agreement.*

*1. If the local educational agency does not provide classroom space, related technical instruction, or on-the-job training services, its role is deemed to be administrative only and its funding share may not exceed 10 percent.*

*2. If the local educational agency and the apprenticeship or preapprenticeship program provider share the responsibilities of providing administrative support, classroom space, related technical instruction, and on-the-job training, the manner in which the agency and provider divide the funding must be directly tied to each of their responsibilities under the partnership agreement.*

*(Outline how funds will be managed, including payment amounts, due dates and sources of funding. Include details on cost-sharing, reimbursements and invoicing procedures.)*

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## 7. Legal and Compliance *(Confirm compliance requirements for records retention, public records laws, insurance coverage, FERPA protections and contractor status. You may reference attached policies or insert any state/local requirements here.)*

A. The parties confirm compliance with records retention requirements as mandated by federal, state and local law. Please describe how records retention will be managed:

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B. The parties agree to comply with public records laws in accordance with Chapter 119, Florida Statutes. Please provide details or reference applicable policies:

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C. Insurance and liability coverage requirements will be maintained by the parties. Please specify coverage details or attach supporting documents:

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D. Both parties acknowledge and commit to fulfilling responsibilities under the Family Educational Rights and Privacy Act (FERPA). Please describe measures to ensure FERPA compliance:

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E. This agreement recognizes the independent contractor status of the parties involved. Please provide any relevant statements or clarifications:

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**8. Termination** *(State the conditions under which the agreement can be ended, both with notice and for cause. Include required notice periods, procedures for providing written notice and any penalties or obligations upon termination.)*

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**9. Signatures** *(Authorized representatives of each party should print their names, sign, and date in the spaces provided. Signatures may be digital if permitted under local law.)*

LEA Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Sponsor Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**10. Exhibits** *(Attach any supporting documents referenced in the agreement. Examples include program standards, instructor qualifications and public records policies.)*

Exhibit A: Standards of Apprenticeship

Exhibit B: Instructor Qualifications

Exhibit C: Public Records Policy

Exhibit D: Other