



State Board of Education

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Commissioner of Education

MEMORANDUM

TO: Preapprenticeship Program Sponsors

FROM: Kevin O'Farrell, Ph.D.

DATE: June 18, 2025

SUBJECT: Preapprenticeship Agreement Form

Rule 6A-23-010, Florida Administrative Code (F.A.C.) describes the "Preapprenticeship Agreement" as 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. Preapprenticeship program sponsors are responsible for the maintenance of preapprenticeship records for at least two (2) years following the individual's date of departure from or completion of the program. This includes the responsibility to collect and maintain individual preapprentice agreement forms signed by the sponsor, the preapprentice and guardian in the case of a minor.

Effective this date, the Florida Department of Education, Office of Apprenticeship (Department) will no longer sign or collect preapprenticeship agreement forms. However, these forms must include the preapprentice identification number assigned by the Department.

Preapprenticeship program sponsors will continue to work with the Apprenticeship Training Representative to obtain preapprentice identification numbers. Preapprenticeship program sponsors must report data on preapprentice activity to the Department in accordance with section 446.032, Florida Statutes. Additionally, preapprenticeship program sponsors must make available the records of on-the-job training and related instruction for review by the Department upon request, per Rule 6A-23-010, F.A.C.

Please see attached updated Preapprenticeship Agreement Form (APPR-401), which is posted at the following website: <https://www.fldoe.org/academics/career-adult-edu/apprenticeship-programs/forms.shtml>.

For questions, please contact Kathryn Wheeler, Director of Apprenticeship, at Apprenticeship@fldoe.org or 850-245-0454.

KO/kw

Attachment



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

(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

1. Social Security Number (only used for training record identification)	2. Date of Birth (xx/xx/xxxx)* *required field	3. Sex ☐ Male ☐ Female	4. Ethnic Group ☐ Hispanic or Latino ☐ Non-Hispanic or Latino	5. Race ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White
6. Mark Highest Education Level Completed ☐ Not High School Graduate ☐ High School Graduate or Equivalent ☐ Some College or Associate's Degree ☐ Bachelor's Degree ☐ Master's Degree ☐ Doctorate or Professional Degree			7. Veteran ☐ Veteran ☐ Non-Veteran	8. Disability ☐ 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: _____



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MEMORANDUM

TO: Preapprenticeship Program Sponsors
FROM: Kevin O'Farrell, Ph.D.
DATE: April 10, 2025
SUBJECT: Preliminary Preapprenticeship Data Reporting 2024-2025

The Florida Department of Education (Department), Division of Career and Adult Education is collecting data on preapprentices for the 2024-2025 program year to obtain information on retention, completion and tracking of preapprentices into Registered Apprenticeship Programs in accordance with section 446.032, Florida Statutes (F.S.), on which outcomes are required to be published in Florida's Annual Apprenticeship and Preapprenticeship Report.

The Apprenticeship Training Representative (ATR) has set up a secure FileShare, containing a data reporting Excel spreadsheet specific to each registered preapprenticeship program. This file includes records for preapprentices reported over the past two program years, if applicable. The document will need to be downloaded, completed and uploaded to the same location following the instructions and file naming conventions contained within.

This document contains three tabs titled "Instructions," "Template" and "Data Dictionary." Using the "Template" tab, report information for each preapprentice who was active in the preapprenticeship program at any time between July 1, 2024, and the present. Complete all columns using the provided drop-down lists and data validations. Data on preapprentices reported as cancelled (CA) or completed (CO) in a previous year have data editing restrictions. Only preapprentices previously marked as registered (RE) may be updated based on their current registration status.

The Department will host a webinar on preapprenticeship data reporting on Thursday, April 17, 2025, at 10:00 am. Please use the link below to register:

<https://attendee.gotowebinar.com/register/2977584586502204510>

Please do not email completed forms because they contain personally identifiable information. All forms must be submitted via secure ShareFile and are **due by Wednesday, April 30, 2025.**

A second and final data reporting window will open at the end of the program year with a deadline of Tuesday, July 15, 2025, for updates to registrations, completions and cancellations that take place after this first submission until the end of the program year, June 30, 2025.

For questions, please contact Kathryn Wheeler, Director of Apprenticeship, at Apprenticeship@fldoe.org.

KO/kw

Kevin O'Farrell, Ph.D.
Chancellor of Career and Adult Education