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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

APPRENTICE FLORIDA



Preapprenticeship Data Reporting

April 17, 2025



Agenda

- Department Annual Report Requirements
- Preapprenticeship Data Reporting



Department Annual Report Requirements

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Annual Apprenticeship Report Requirements

§446.032 General duties of the department for apprenticeship training.—
The department shall:

- (2) By September 1 of each year, publish an annual report on apprenticeship and preapprenticeship programs. The report must be published on the department's website and, at a minimum, include all of the following:
 - (a) A list of registered apprenticeship and preapprenticeship programs, sorted by local educational agency, as defined in s. 1004.02(18), and apprenticeship sponsor, under s. 446.071.
 - (b) A detailed summary of each local educational agency's expenditure of funds for apprenticeship and preapprenticeship programs, including:
 1. The total amount of funds received for apprenticeship and preapprenticeship programs.
 2. The total amount of funds allocated by training provider, program, and occupation.
 3. The total amount of funds expended for administrative costs by training provider, program, and occupation.

Annual Apprenticeship Report

Requirements, cont.

4. The total amount of funds expended for instructional costs by training provider, program, and occupation.
 - (c) The number of apprentices and preapprentices per trade and occupation.
 - (d) The percentage of apprentices and preapprentices who complete their respective programs in the appropriate timeframe.
 - (e) Information and resources related to applications for new apprenticeship programs and technical assistance and requirements for potential applicants.
 - (f) Documentation of activities conducted by the department to promote apprenticeship and preapprenticeship programs through public engagement, community-based partnerships, and other initiatives and the outcomes of such activities and their impact on establishing or expanding apprenticeship and preapprenticeship programs.
 - (g) Retention and completion rates of participants disaggregated by training provider, program, and occupation.
 - (h) Wage progression of participants as demonstrated by starting, exit, and postapprenticeship wages at 1 and 5 years after participants exit the program.

Program Performance Standards

6A-23.011 Program Performance Standards.

- (1) Every registered apprenticeship program must have at least one (1) registered apprentice, except for the following specified periods of time, which may not exceed one (1) year:
- (a) Between the date when a program is registered and the date of registration for its first apprentice(s); or
 - (b) Between the date that a program graduates an apprentice and the date of registration for the next apprentice(s) in the program.
- (2) The Department must evaluate performance of registered apprenticeship programs. The tools and factors to be used must include, but are not limited to, the following:
- (a) Quality assurance assessments;
 - (b) Equal Employment Opportunity (EEO) Compliance Reviews;
 - (c) **Retention rates. Completion rates and Wage progression metrics;**
 - (d) Adherence to the approved program standards; and
 - (e) Compliance with rules relating to apprenticeship programs established in Chapter 6A-23, Florida Administrative Code (F.A.C.).

Program Performance Standards, cont.

(3) Accountability Reporting for Registered Apprenticeship and Preapprenticeship Programs. **The Department shall calculate and publish retention rates, completion rates and wage progression metrics annually for all registered apprenticeship and preapprenticeship programs based upon the registered sponsor, program and occupation.**

- (a) Retention rate will be calculated as the percentage of apprentices or preapprentices retained or completing a program by the end of fourth quarter after the initial quarter of enrollment in a registered apprenticeship or preapprenticeship program.
- (b) Completion rate will be calculated as the percentage of apprentices or preapprentices completing the registered apprenticeship or preapprenticeship program within one (1) year after the expected program length identified in the program standards.
- (c) Wage progression of participants will be calculated by registered program sponsor and occupation for the following periods: starting wage as identified in the current program standards, exit wage as identified by the wage scale for the last year in the current program standards, and post-apprenticeship completion wages calculated at one (1) and five (5) years after program exit based upon annual cohorts of program completers who are tracked using administrative records of employment and wages that are available to the Department.

Program Performance Standards, cont.

- (4) The Department must review a program's completion rates in comparison to the national average for completion rates. Based on the review, the Department must provide technical assistance to programs with completion rates lower than the national average.
- (5) Cancellation of apprenticeship agreements during the probationary period will not have an adverse impact on a sponsor's completion rate.
- Rulemaking Authority 446.032, 446.041(13) FS. Law Implemented 446.052 FS, History–New 3-29-11, Amended 6-25-19, 5-3-22. The rules relating to apprenticeship programs established in Chapter 6A-23, F.A.C.*

Pathways to Career Opportunities Grant (PCOG)

- ☐ The Department is required to annually report similar measures for grant recipients.
- ☐ The FDOE is required by Rule 6A-20.046, F.A.C., to report yearly, by December 31, on its website information pertaining to the number of programs, retention, completion and employment rates, and starting/ending salaries of apprentices and preapprentices associated with those funded programs.
- ☐ <https://www.fldoe.org/pathwaysgrant/annual-report/>



Preapprenticeship Data Reporting



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Preapprenticeship Data Reporting

- Prior to 2022, preapprenticeship enrollment was tracked and maintained regionally by each Apprenticeship Training Representative.
- During the 2022-2023 program year, the Florida Department of Education (FDOE) began an initiative to standardize and centralize data collection on preapprentices to enable accurate reporting on retention, completion and tracking of preapprentices into Registered Apprenticeship Programs in accordance with section 446.032, Florida Statutes (F.S.).
- During the 2022-2023 and 2023-2024 programs year, data collection was limited to the current year and did not include prior years. Each year preapprenticeship program sponsors would complete a blank Excel spreadsheet template and upload it to a common secure ShareFile location.
- Beginning with the 2024-2025 program year, each preapprenticeship program sponsor will have a secure ShareFile location, and the Excel spreadsheet provided will include data reported in past years, if applicable.
- The FDOE requests Registered Preapprenticeship Program sponsors to provide this data on a biannual basis.

Reporting Deadlines for the 2024-2025 Program Year

- **Wednesday, April 30, 2025**
 - Report on all preapprentices registered at anytime between July 1, 2024 and present.
- **Tuesday, July 15, 2025**
 - Report updates that have occurred through June 30, 2025, including registrations, completions and cancellations.

Preapprenticeship Agreement Form

- Only report preapprentices to FDOE for which a preapprenticeship agreement form has been completed and signed by the preapprentice, program sponsor and parent/guardian (if applicable).

Preapprenticeship Agreement Form

- Information that is collected on the Preapprenticeship Agreement Form includes:
 - Names and signatures of contracting parties: preapprentice and sponsor.
 - Signature of parent or guardian (if the preapprentice is a minor).
 - Date of birth. (Preapprentices must be at least 16 years old.)
 - The occupation or craft which the preapprentice is to be taught. (This is included on the Standards of Preapprenticeship.)
 - The beginning date and term (duration) of preapprenticeship.
 - The expected completion date.
 - Social Security numbers are collected on a **voluntary basis**.

Preapprenticeship Data Collection Template

- This is an example of the Excel file that will be used to report preapprentice activity to FDOE.
- The file contains three tabs: Instructions, Template and Data Dictionary.
- Status for preapprentices reported previously as registered "RE" may be updated to indicate cancellation or completion. All other previously reported information is restricted from editing.
- Preapprentice activity for the current year may be entered in the rows below.

Entry required for ALL preapprentices active at any time within the current preapprenticeship year: July 1, 2024-June 30, 2025

Preapprentice Number	First Name	Last Name	Middle Name	Suffix	Social Security Number	Date of Birth	Age At Start	Preapprentice Status	Preapprentice Status Comments	Registered Date	Start Date	Expected Completion Date	Exit Date	MAX Program Length in month	Wages
P754001234	Helly	Riggs				8/23/2005	15 CA		Dropped program.	8/10/2022	8/10/2022	8/10/2023	12/21/2022	12 months	N/A
P754001235	Harmony	Cobel				12/24/2004	17 CA		1st semester completed Pa:	8/10/2022	8/10/2022	8/10/2023	5/24/2023	12 months	N/A
P754001236	Burt	Goodman				7/23/2005	16 CA		1st semester completed Pa:	7/19/2022	8/10/2022	8/10/2023	5/24/2023	12 months	N/A
P754001237	Ricken	Halle				11/14/2005	15 CA		1st semester completed Pa:	8/10/2022	8/10/2022	8/10/2023	5/24/2023	12 months	N/A
P754001238	Jame	Eagan				3/25/2005	17 CA		Home schooled after 8th gr	7/12/2022	8/10/2022	8/10/2023	5/22/2023	12 months	N/A
P754001239	Mark	Scout				11/16/2005	17 RE			7/26/2023	8/17/2023	8/17/2024	5/22/2024	12 months	N/A
P754001240	Kier	Eagan				6/25/2006	17 RE			7/6/2023	8/14/2023	8/14/2024	5/22/2024	12 months	N/A
P754001241	Irv/Ing	Smith		III		2/19/2006	17 RE			8/14/2023	8/22/2023	8/22/2024	5/22/2024	12 months	N/A
P754001224	Dylan	George				7/16/2005	18 RE			8/9/2023	8/10/2023	8/10/2024	5/22/2024	12 months	N/A

Select preapprentice status from dropdown.

Instructions Template Data Dictionary

Preapprenticeship Data Collection Template

- Program information is pre-populated.
- Occupations are tailored to those registered for the preapprenticeship program.
- Program sponsor enters new preapprentice information from signed preapprenticeship agreement.

Occupation Title	RAPIDS/ Occupation Code	O*NET SOC Code	If OJT is Required, Occupation Training Approach	Ethnicity	Veteran Status	Sex	Race	Disability	Education
Heating and Air Conditioning Installer-		0637 49-9021		N	N	M	White	N	9-12 grade, No diploma
Heating and Air Conditioning Installer-		0637 49-9021		H	N	M	White	N	9-12 grade, No diploma
Heating and Air Conditioning Installer-		0637 49-9021		N	N	M	Black	N	9-12 grade, No diploma
Heating and Air Conditioning Installer-		0637 49-9021		H	N	M	Amer Ind	N	9-12 grade, No diploma
Electrician		0159 47-2111		N	N	M	White	N	Less than 9th grade
Heating and Air Conditioning Installer-		0637 49-9021		N	N	M	White	N	9-12 no diploma
Heating and Air Conditioning Installer-		0637 49-9021		N	N	M	White	N	9-12 no diploma
Heating and Air Conditioning Installer-		0637 49-9021		N	N	M	White	N	9-12 no diploma
Heating and Air Conditioning Installer-		0637 49-9021		N	N	M	White	N	9-12 no diploma
Electrician		0637 49-9021		N	N	M	White	N	9-12 no diploma
Electrician									
Heating & Air Conditioning Installer-Servicer									

Preapprenticeship Data Collection Template - Instructions

- Use the “Template” tab to report information for each individual preapprentice active at any time in a preapprenticeship program between July 1, 2024, and present.
- Green Columns have drop-down options (for example: Preapprentice Status, Occupation Training Approach, demographic information)
- Orange Columns require specific formatting (for example: Preapprenticeship Number, Date of Birth, Program numbers)
- Columns not designated by color have no entry restrictions.
- Once completed, save the file using the following naming convention: PXXXPA2025 where the XXX is replaced by the three-digit preapprenticeship program number.

Preapprenticeship Data Collection Template – Data Dictionary

- This tab contains guidance for data entry into the template.

Field	Entry Options	Field Details	Notes
Preapprentice Number	Pxxxxxxxxx	Unique ID number for each preapprentice, starting with P, followed by 9 digit numeric code	
First Name	Alpha characters	First Name of preapprentice	
Last Name	Alpha characters	Last Name of preapprentice	
Middle Name	Alpha characters	Middle Name of preapprentice	
Suffix	i.e.: Jr, Sr, III	Suffix (if applicable)	
Social Security Number	xxx-xx-xxxx	Social Security Number as reported by preapprentice. Leave blank if N/A	
Date of Birth	xx/xx/xxxx	Date of birth of preapprentice. Full date required for entry	
Age at Start	xx	Calculated field based on date of registration and date of birth. Will autopopulate after entry in columns G and K	Date of Registration - Date of Birth = Age at Start
Preapprentice Status	RE = Registered (active) CA = Cancelled CO = Completed	Denotes status of preapprentice. Three status options: Registered, Cancelled, Completed	

Secure Transmission of Personally Identifiable Information (PII)

- Under the Family Educational Rights and Privacy Act (FERPA), Personally Identifiable Information on students cannot be sent via email.
- Do not send Preapprenticeship Data Collection Templates or Preapprenticeship Agreement Forms through email.
- All Preapprenticeship Data Collection Templates are to be uploaded to the FDOE secure ShareFile location set up by the Apprenticeship Training Representative.

Questions?

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Thank You!