

CHECKLIST FOR NEW APPRENTICESHIP PROGRAMS

While you are working on the final stages of the development and approval of your Program Standards you should also begin working on the following items, as applicable:

Be prepared to start training apprentices in each of the registered occupations within one year from the date of the program registration per Rule 6A-23.004(10-11), Florida Administrative Code (F.A.C.)

Application

- Develop an apprenticeship application form, including the information required on the [Apprenticeship Agreement Form \(ETA 671\)](#).
- Develop an information sheet with your program name and logo.

Marketing

- Develop marketing flyers and brochures to post and send out.
- Marketing material should include the minimum requirements for entry into the program and the application period (if other than year-round).

Apprentices

- Develop a method to track apprentice on-the-job training (OJT) hours. This may be done through an apprenticeship management system or the collection of timecards. An example timecard is provided for your use at the end of this document.
- Develop a method to track RTI training records to include advancement, attendance, grades and evaluations.
- Develop a method to track wage increases as outlined in the Standards of Apprenticeship.
- Make plans for an annual orientation for your new and returning apprentices.
- Consider an end of the year recognition/graduation ceremony for your apprentices and graduates.

Program Handbook

- Develop a program handbook for apprentices and employers. Please refer to “Program Handbook Outline” available on our website.
- Establish a system to notify employers of an apprentice’s absence from class.
- Establish a communication connection between the committee and the instructor(s).
- Develop an agenda outline and notification system for committee meetings as outlined in the Standards of Apprenticeship.
- Develop a status report system to keep the committee and employers informed of apprentices’ progress.
- Include the minimum requirements and selection procedures as stated in the Standards of Apprenticeship and Occupational Appendix, as well as any process for awarding prior credit.

Apprenticeship Program Personnel

- The Training Director and Committee members must become familiar with the federal and state regulations:
 - [Title 29, Code of Federal Regulations \(C.F.R.\) part 29](#), subpart A (“Registered Apprenticeship Programs”)
 - [Title 29, Code of Federal Regulations \(C.F.R.\) part 30](#), (Equal Employment Opportunity in Apprenticeship)
 - [Chapter 446, Florida Statutes \(F.S.\)](#) (“Job Training”)
 - [Chapter 6A-23, Florida Administrative Code \(F.A.C.\)](#) (“Apprenticeship Programs”)
- Establish a contact person or hire a training director to handle the day-to-day operation of the program and to ensure paperwork is processed properly and timely.
- Make sure all instructors have a credential for teaching adult learning styles. A free training is available through the [Florida Association for Career and Technical Educators](#).
- Make sure each employer has the required journeyworker(s) on staff to train apprentices on the job, following the required apprentice-to-journeyworker ratio outlined in your standards. Journeyworkers must be W-2 employees of the company and not subcontractors or 1099 workers.

RAPIDS (Registered Apprenticeship Partners Information Database System)

- After your program is registered, your ATR will activate your account in RAPIDS. Log in to RAPIDS at least once a month to avoid deactivation of your account. If you become deactivated, your ATR can reactivate your account.
- Participating employers must have a participating employer agreement form completed and uploaded into RAPIDS. Keep information on participating employers and apprentices up to date in RAPIDS.
- Apprentices must have a fully executed 671 Apprentice Agreement form generated through RAPIDS on file. This document is signed by the Sponsor, the Apprentice and guardian in the case of a minor.
- Program contact information and user accounts need to be kept current.
- Per Rule 6A-23.003(3-4), F.A.C., the program sponsor must notify the Department within forty-five (45) calendar days of selection (registration), cancelation, transfers or successful completion of apprentices.

SAMPLE TIMECARD

Enter your <i>LOGO</i>	<i>[ENTER YOUR PROGRAM NAME]</i>
------------------------	----------------------------------

APPRENTICE MONTHLY WORK RECORD

RETURN TO PROGRAM SPONSOR *BY 10th OF FOLLOWING MONTH*

APPRENTICE NAME: _____
 HOURLY WAGE: _____ EMPLOYER NAME: _____
 MONTH: _____ YEAR: _____

"SEE REVERSE SIDE FOR WORK PROCESS"

DATE	A	B	C	D	E	F	G	H	I	J	TOTAL HOURS
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
13											
14											
15											
16											
17											
18											
20											
21											
22											
23											
24											
25											
26											
27											

SAMPLE TIMECARD

DATE	A	B	C	D	E	F	G	H	I	J	TOTAL HOURS
28											
29											
30											
31											
TOTAL HOURS											

WORK PROCESS OUTLINE

EMPLOYER/JOURNEYPerson ON-THE-JOB EVALUATION INDICATE BY (X)

	INFERIOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	SUPERIOR
WORK HABITS					
DEPENDABILITY					
TRADE KNOWLEDGE					
ATTITUDE					
COOPERATION					

<u>Work Process Outline</u>	<u>Approximate Hours</u>
A. <i>List the tasks outlined in your occupation/employer appendix</i>	
B.	
C.	
D.	
E.	
F.	
G.	
H.	
I.	
J.	
<u>TOTAL Hours</u>	

EMPLOYER/JOURNEYPerson SIGNATURE

TITLE

(Occupation)

