**S t a t e o f F l o r i d a**

****

# Registered Preapprenticeship

# Training Standards for

**XXXXXXXXXXXXXXXXXXXXXXXX**

**(Program Name)**

**P-XXX**

**(Program Number)**

**These Standards of Preapprenticeship include the Apprenticeable Trade(s)/Occupation(s) of:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TRADE / OCCUPATION | PROGRAM TERM | NAICS CODE | RAPIDS CODE | O\*NET |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*\* Add additional rows on an as-needs basis.

**List of Sponsoring Florida Registered Apprenticeship Programs operating under Chapter 446 FS**

|  |  |
| --- | --- |
| FLORIDA REGISTERED APPRENTICESHIP PROGRAM NAME | PROGRAM NUMBER |
|  |  |
|  |  |
|  |  |
|  |  |

\*\* Add additional rows on an as-needs basis.

**High School Program:** [ ]  **Youth Program:** [ ]  **Adult Program:** [ ]

**L.E.A. Education Linkage? Yes** [ ]  **No** [ ]  **OJT Included: Yes** [ ]  **No** [ ]

**REGISTERED BY**

**FLORIDA DEPARTMENT OF EDUCATION**

**DIVISION OF CAREER AND ADULT EDUCATION**

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**DEFINITIONS**

1. Adult Preapprentice – means an individual, twenty-five (25) years of age or older, who is enrolled in a course of instruction 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.
2. Adult Preapprenticeship Program – means an organized course of instruction where the majority of registered preapprentice participants are twenty-five (25) years of age or older; is designed to prepare an adult preapprentice to become an apprentice in a Florida registered apprenticeship program; and the Preapprenticeship Program is registered with the Department. A preapprentice participant, who is 18 years of age or older, may participate in an Adult Preapprenticeship Program as long as the preapprentice is not enrolled in a public or private high school.
3. Apprenticeship and Training Representative – 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) FAC**
4. Course Title and Number – means a secondary or post-secondary course(s) within a program of study for which the preapprentice is enrolled.
5. 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. **6A-23.002(6) FAC**
6. Department – means the Florida Department of Education. **446.021(12) FS**
7. 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 or private 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.
8. High School Preapprenticeship Program – means an organized career and technical education (CTE) program of study or a series of high school courses offered in a public or private high school; is designed to prepare a High School Preapprentice to become an apprentice in a Florida registered apprenticeship program; and is registered with the Department.
9. Journeyworker – means a person working in an apprenticeable occupation who has successfully completed a registered Apprenticeship Program or who has worked the number of years required by established industry practices for the occupation. 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) FAC**
10. 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.
11. On-the-Job-Training (OJT) – means the process by which an Apprentice or preapprentice acquires knowledge and skills under the supervision and tutelage of an experienced Journeyworker within an apprenticable 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) FAC**
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.
13. 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 apprenticed; (b) Employs, hires and pays the wages of the Apprentice, Preapprentice, and the Journeyworker serving as qualified training personnel training the Apprentice; (c) Evaluates the Apprentice and 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-23.002(19) FAC**
14. 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)(b) FAC**
15. Preapprenticeship Committee or Committee – means the same as the registered apprenticeship program sponsor's committee, or a group appointed by registered apprenticeship program sponsor committees, or their designees.

**6A-23.010(2)(c) FAC**

1. Preapprenticeship Sponsor - means a Florida registered apprenticeship program authorized to offer preapprenticeship training. **6A-23.010(2) FAC**
2. Preapprenticeship Standards - means the minimum requirements established uniformly for each occupation 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 apprenticeship program. **6A-23.010(2)(f) FAC**
3. 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 FS**
4. Related Technical Instruction (RTI) – means an organized and systematic form of instruction designed to provide the Preapprentice with 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) FAC**
5. Sponsor – means any person, association, committee, or organization operating an Apprenticeship Program and in whose name the program is registered or approved. **6A-23.002(26) FAC**
6. 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) FAC**
7. Youth Preapprentice – means an individual, sixteen (16) to twenty-four (24) years of age, who is engaged in a course of instruction directly related to the occupation listed in the Standards of Preapprenticeship; and has entered into a preapprenticeship agreement with a Florida registered preapprenticeship program.
8. Youth Preapprenticeship Program – means an organized course of instruction where the majority of registered preapprentice participants are sixteen (16) to twenty-four (24) years of age; is not offered at a public or private high school; is designed to prepare a youth preapprentice to become an apprentice in a Florida registered apprenticeship program; and the Preapprenticeship Program is registered with the Department.

**CONFORMANCE WITH STATE AND FEDERAL LAWS**

The Florida Department of Education, Division of Career and Adult Education, Apprenticeship Program Section 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 (FS); Chapter 6A-23, Florida Administrative Code (FAC); and Title 29 Code of Federal Regulations, Part 30, and all relevant guidance issued by the Florida Department of Education (Apprenticeship Section). 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.

**SECTION I – REGISTRATION OF PREAPPRENTICESHIP PROGRAM – 6A-23.010(3) (f, h) FAC**

These Standards of Preapprenticeship shall be submitted to the appropriate Apprenticeship and Training Representative to be reviewed and forwarded to the Department for approval and registration. Upon approval by the Department, the Preapprenticeship Program must be renewed every five (5) years. Three (3) original documents shall bear witness of the programs registration as evidenced by a Certificate of Registration issued by the Florida Department of Education. The program must be actively training Preapprentices within one (1) year of registration in each occupation for which registration is granted. Programs or occupations which go inactive and remain the same (no registered participants’ training occurring) for more than one (1) year shall be canceled by the Registration Agency.

**SECTION II – PROGRAM ADMINISTRATION AND PREAPPRENTICESHIP COMMITTEE**

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.

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 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 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 Preapprentices’, review 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 and 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.

**SECTION III – RESPONSIBILITIES OF THE PREAPPRENTICE – 6A-23.010(4)(d)(5) FAC**

1. Learn pre-requisite skills and knowledge for becoming an 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 Instruction classes regularly. and
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).

**SECTION IV – MAINTENANCE OF PREAPPRENTICESHIP RECORDS – 6A-23.010(4) (j) FAC**

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):

|  |
| --- |
|  |
| Name of Site |
|  |
| Address, City, State and Zip Code |

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 when requested by the Department or the appropriate Apprenticeship and Training Representative.

**SECTION V – TARGETED WORKFORCE AND EQUAL EMPLOYMENT OPPORTUNITY – 6A-23.010(4) (t) FAC**

To provide equal opportunities in the recruitment, selection, employment, training and advancement of minority and female preapprentices, the committee agrees to make the following targeted workforce commitments:

(1) Disseminate in cooperation with the L.E.A 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 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. The Preapprenticeship Committee or Sponsor will provide equal opportunity in preapprenticeship and will operate the preapprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30.

**SECTION VI – ADJUSTING DIFFERENCES – 6A-23.010(4) (r, s) FAC**

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:

|  |
| --- |
|  |
| 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 L.E.A (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.

**SECTION VII – AMENDMENTS AND MODIFICATIONS – 6A-23.010(3) (g), (4) (u) FAC**

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 and Training Representative. 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.

**SECTION VIII – NOTIFICATION – 6A-23.010(4) (v) FAC**

The Department must be notified within forty-five (45) days, through the appropriate Apprenticeship and Training Representative, of all actions affecting Preapprentices as required on the Action Reporting Form.

**SECTION IX – PROGRAM CANCELLATION AND DEREGISTRATION – 6A-23.010(4) (u) FAC**

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

**Deregistration** of the program 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(4) FAC.

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 X** – **PREAPPRENTICESHIP AGREEMENT – 6A-23.010(4) (b, m, q), (5) (f) FAC**

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 due cause and in the case of due cause, a reasonable opportunity for corrective action may occur upon mutual agreement.

**SECTION XI** – **CREDIT FOR PREAPPRENTICESHIP COMPLETION – 6A-23.010(2) (f) FAC**

The Preapprenticeship Committee or Sponsor, in cooperation with the sponsoring Apprenticeship Program, may establish the percentage of credit that may be given to Preapprentices upon acceptance into the sponsoring Apprenticeship Program. Credit will be based on demonstration of skills or knowledge equivalent to those identified in the occupation and in the Standards of Apprenticeship.

The decision to award, not award, or how much credit to award is final and at the sole discretion of the Sponsoring Apprenticeship Committee, Participating Employer, or Sponsor. A Preapprentice granted credit will be advanced to the wage rate and Related Technical Instructional level commensurate with the amount of credit awarded.

**SECTION XII** – **SAFETY AND HEALTH TRAINING – 6A-23.010(4) (c) (k) FAC**

The program shall comply with and instruct the Preapprentices in safety and healthful work practices and shall ensure that the Preapprentices are trained in facilities and other environments that are in compliance with 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).

**SECTION XIII** – **QUALIFICATIONS AND SELECTION PROCEDURES – 6A-23.010(4) (d, l) 5 FAC,**

**6A-23.010(4) (t)**

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 minumum age above sixteen (16) years.

**MINIMUM QUALIFICATIONS: This program is open to all applicants on a completely non-discriminatory basis.**

1. **Age** **(Required)**

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

1. [ ]  **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.

\*\*Additional minimum qualifications may be added.

**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 or more of the following appropriate selection methods examples:

1. [ ]  **Selection on basis of rank from pool of eligible applicants:**

The Preapprenticeship Committee or Sponsor may select Preapprentices from a pool of eligible applicants on the basis of 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.

1. [ ]  **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.

1. [ ]  **Alternative Selection Methods:**

The Apprenticeship Committee or Sponsor may select preapprentices by any other method, including its present selection method

**SECTION XIV – CERTIFICATE OF COMPLETION OF PREAPPRENTICESHIP – 6A-23.010(4) (w) FAC**

Upon satisfactory completion of the Preapprenticeship Program by the Preapprentice as established in these Standards of Preapprenticeship, the Preapprenticeship Committee or Sponsor will so certify to the Department and request the awarding of a Certificate of Completion of Preapprenticeship to the completing Preapprentice(s) issued by the Department.

**SECTION XV** – **TERM OF PREPPRENTICESHIP – 6A-23.010(4) (x) FAC**

The over-all length of the training program will be determined by the Preapprenticeship committee and will be realistic in terms of attainment and must be relative to industry standards, but at no time shall it be less than six (6) months or longer than two (2) consecutive years.

The term of preapprenticeship shall be ­\_\_\_\_\_\_\_ months.

**SECTION XVI** – **RELATED CLASSROOM INSTRUCTION – 6A-23.010(4) (d) (4) FAC**

Preapprentices registered under these training standards shall be required to attend and complete subjects related to the occupation in which they are registered. For Preapprenticeship programs linked with a school district or state college, include the Course Title and Course Number after each school.

Secondary or Postsecondary Education Classes will be conducted at:

|  |  |
| --- | --- |
| School Name: |  |
| School Address: |  |
| Program Name and Number: |  |
| CIP Number: |  |
| Course Name: |  |

\*\* Add additional sections on an as-needs basis.

**SECTION XVII** – **RELATED INSTRUCTION AND WORK PROCESS OUTLINE**

**RELATED INSTRUCTION OUTLINE**

For the occupation/trade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Name / Program Number / Course Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CIP Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Related Instruction:** |
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\*\* Add additional rows and columns on an as-needs basis.

\*\*Duplicate this section for each Occupation

**WORK PROCESS ON-THE-JOB TRAINING OUTLINE**

***(REMOVE IF OJT IS NOT PRESENT)***

For the occupation/trade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Work Process Schedule:** | **Approximate Hours:** |
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| **TOTAL MAXIMUM HOURS:** |  |

\*\* Add additional rows and columns on an as-needs basis.

\*\*Duplicate this section for each Occupation

**THE FOLLOWING SECTIONS ONLY APPLY TO PREAPPRENTICESHIP PROGRAMS WITH ON-THE-JOB TRAINING**

**REMOVE THESE SECTIONS IF ON-THE-JOB TRAINING IS NOT APPLICABLE**

**SECTION XVIII** – **RATIO OF PREAPPRENTICES – 6A-23.010(4) (e) (f)) (g) FAC**

To ensure adequate supervision, training, safety and continuity of employment on the job site, the Preapprenticeship Committee shall ensure that no Preapprentices are placed on any job sites where they would not be under the ***direct supervision of a Journeyworker.*** It shall be the responsibility of the Preapprenticeship Committee to ensure the allowable ratio of Apprentices/Preapprentices to Journeyworkers is maintained and not exceeded in the program as a whole, by each Participating Employer, and on-the-job site. **Under no circumstances shall an Apprentice supervise a Preapprentice.**

For **construction related programs**, the ratio of Preapprentices to Journeyworkers shall not exceed one (1) Preapprentice to each Participating Employer employing only (1) one Journeyworker and shall not exceed two (2) Preapprentices, Apprentices, or any combination thereof to every three (3) Journeyworkers beyond the first Journeyworker.

For **non-construction related programs**, the ratio of Preapprentices/Apprentices to Journeyworkers will be established by the Preapprenticeship Committee. The allowable ratio for each Participating Employer of Preapprentices/Apprentices shall not exceed \_\_\_\_\_\_\_\_ Preapprentice(s), Apprentices, or any combination thereof to \_\_\_\_\_\_\_\_\_ Journeyworker(s).

**SECTION XIX** – **PREAPPRENTICE WAGE RATE – 6A-23.010(4) (d) (6) FAC**

The Participating Employer agrees to pay not less than the minimum wage prescribed for in the Fair Labor Standards Act or by Florida Statutes. The wage rate to be paid to Preapprentices by a participating employer is: $\_\_\_\_\_\_\_\_ per hour.

**SECTION XX – SUPERVISION OF PREAPPRENTICES AND HOURS OF WORK – 6A-23.010(4) (a) FAC**

Preapprentices engaged in on-the-job training shall be under the direct supervision of a Journeyworker. The hours of work for Preapprentices shall be the same as those for the Journeyworker in the occupation covered by these standards and in conformity with State and Federal Laws. In assigning work to Preapprentices however, due consideration shall be given to the variety of operations necessary to develop their occupational skills.

Preapprentices, if placed on a Davis-Bacon or Federally Financed or Assisted construction project cannot receive a Certification for payment of wages less than the required for working with the tools of the trade.

*Overtime/OJT will not interfere with attendance at related instruction classes and/or secondary level high school classes and/or classes leading to the awarding of a high school diploma and/or equivalency certificate.*

**SECTION XXI – PARTICIPATING EMPLOYER(S) – 6A-23.010(4) (h, i) FAC**

The Preapprenticeship Committee shall determine how many qualified Journeyworkers are in the employment of each Participating Employer, so as not to violate the specified ratio. Each employer will sign a Participating Employer’s agreement with the program sponsor accepting the requirements of the program standards and agreement to immediately provide the committee with the location of each Preapprentice’s worksite. The Participating Employer’s agreement shall contain the employer’s current contact information and the employer shall notify the program of any changes in this information.

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

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\*\*Add additional rows as needed

**SECTION XXII** – **WORK PROCESS / ON-THE-JOB TRAINING – 6A-23.010(4) (d) (6) FAC**

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 at the end of these standards. Such training shall be in a trade specifically registered in these standards. Work experience will be provided in approximately the number of hours shown, but not necessarily in the order shown. At no time shall the Preapprentice’s wages be less than the Fair Labor Standards Act or by Florida Statutes.

**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 – APPRENTICESHIP

 / /

 Authorized Official - Registration Agency Date