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## **MEMORANDUM**

**TO:** Preapprenticeship Program Sponsors

**FROM:** Kevin O'Farrell, Ph.D.

**DATE:** February 27, 2023

**SUBJECT: Preapprenticeship Data Reporting**

Historically, preapprenticeship enrollment has been tracked and maintained regionally by each Apprenticeship Training Representative. The Florida Department of Education (Department), Office of Apprenticeship is taking action to centralize data collection on preapprentices. Through this initiative, data collection will be standardized 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.). Outcomes are required to be published in Florida's Annual Apprenticeship and Preapprenticeship Report.

If you work with Registered Apprenticeship Programs, then you are familiar with the USDOL Registered Apprenticeship Program Information Data System (RAPIDS), which is used by the Department for reporting enrollments and outcomes. Currently, there is neither a method of reporting on preapprenticeship within RAPIDS, nor does the Department have a case management software solution for the collection of this information. Therefore, we are requesting Registered Preapprenticeship Program sponsors to provide this data to the Department via secure ShareFile on a biannual basis.

Attached is an Excel file titled "Preapprenticeship Data Collection Template," which contains three tabs titled "Instructions," "Template," and "Data Dictionary." This document will be used to report all preapprentices enrolled at any point during the current program year which began on July 1, 2022, and ends on June 30, 2023.

Please do not email completed forms which contain personally identifiable information. All forms must be submitted via secure ShareFile and are **due Friday, April 28, 2023.** The

Kevin O'Farrell  
Chancellor of Career and Adult Education

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ShareFile location is <https://fldoe.sharefile.com/r-re482e38788684721903b28564d61e447>. A second data reporting window will open at the end of the program year with a deadline of July 14, 2023, for updates to be made on registrations, completions and cancellations.

We appreciate your partnership in satisfying this statutory requirement. The Department will hold a **webinar on Tuesday, March 21, 2023, at 10:00 AM**. The webinar may be accessed through the following link:

<https://attendee.gotowebinar.com/register/8018450658550217307>

Webinar ID: 194-575-275

The webinar will be recorded for those unable to attend.

For questions, please contact Kathryn Wheeler, Director of Apprenticeship, at [Kathryn.Wheeler@fldoe.org](mailto:Kathryn.Wheeler@fldoe.org) or 850-245-9038.

KO/kw