

# FLORIDA DEPARTMENT OF EDUCATION

## DIVISION OF WORKFORCE EDUCATION--APPRENTICESHIP



### Apprenticeship Section Procedures

#### SUBJECT

Granting credit to registered program participants for previous work experience and/or training.

#### PURPOSE

To provide guidelines for registered program sponsors to grant credit and advanced standing to apprentices, preapprentices and trainees entering registered programs.

#### APPLICABILITY

This policy applies to all registered apprenticeship, preapprenticeship and on-the-job training program sponsors as defined in Chapter 38H-16 FAC and Chapter 446 FS operating registered apprenticeship, preapprenticeship and on-the-job training programs.

#### EFFECTIVE DATE

Upon issuance

#### Expiration Date

Until superseded or rescinded

#### POLICY

Program sponsors have the authority to establish procedures for granting credit to participants for previous work experience and/or training. Such credit must be stated on participants' agreements. Participants who receive credit for previous work experience and/or training shall be paid, upon entrance, the wage rate of the period to which such credit advances them.

To ensure consistency among program sponsors in awarding such credit those program procedures must include the following basic requirements:

- No more than fifty percent of the program duration can be awarded to a participant, i.e., number of months credited for prior work experience and/or training, unless the participant is transferring from another registered program in a related trade;
- All credit granted of more than 1,000 hours of on the job training will require an evaluation method which, at a minimum, shall incorporate consideration of time worked in the specific occupation or related occupation and consideration of wages earned by the incoming participants;
- Program sponsors must maintain documentation as to how credit was granted to apprentices for a period of five years, and to preapprentices and trainees for two years. Documentation must be made available to the registration agency upon request;
- Participants who receive credit toward the completion of a program must enter related instruction at a level commensurate with the amount of credit awarded. Before participants who were awarded credit for prior work experience and/or training can receive completion certificates from the State of Florida, they shall be required to demonstrate a mastery of the same instructional material as those who have completed the entire training program; and
- All program sponsors who award credit to participants must develop and include procedures for meeting the standards of that program and have these available for review.


Exceptions to the above policy may be granted when requested by a program sponsor and a determination is made by the registration agency that such exception does not undermine the quality of training and favors the welfare of the participant.

**AUTHORITY**

Florida Department of Education, Division of Workforce Education – Apprenticeship;  
Title 29 CFR Part 29; Chapter 446 FS; Chapter 38H-16 FAC.

  
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 Robert Grisar  
 Program Director of Apprenticeship

11-17-08  
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 Date Signed

  
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 Loretta Costin  
 Vice Chancellor

11/17/08  
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 Date Signed