



## **WORKFORCE DEVELOPMENT POLICY**

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### **APPLICATION**

Registered Apprenticeship Program Sponsors Operating Apprenticeship Programs

### **SUBJECT**

Maintenance of Apprenticeship Records

### **EFFECTIVE DATE**

Upon Issuance

### **EXPIRATION DATE**

Until superseded or rescinded

### **PURPOSE**

To outline the responsibilities of the apprenticeship program sponsor for maintaining apprenticeship records including where records should be maintained.

### **POLICY**

Each program sponsor shall keep original records of all applications for apprenticeship programs and apprenticeship interviews including:

1. A summary of the qualifications of each applicant;
2. The basis for evaluating and for selection or rejection of each applicant;
3. The records pertaining to applicant interviews;
4. The original application for each apprentices applicant; and
5. Information relative to the operation of the apprenticeship program including, but not limited to, the following:
  - job assignment;
  - promotion, demotion, layoff, or termination;
  - rates of pay or other forms of compensation or conditions of work;
  - hours of work and, as a separate record, hours of training provided; and

- any other records pertinent to a determination of compliance with 29 Code of Federal Regulations (CFR), Part 30 titled *Equal Employment Opportunities in Apprenticeship and Training*.

Records pertaining to individual applicant selection or rejection shall be maintained in such a manner as to permit identification of minority and female (minority and non-minority) participants. All records must be maintained for five years, as required by 20 CFR 30.8(3), or until completion of any investigation or complaint. Records shall be made available upon request to the Department or any other authorized representative.

Apprenticeship regulations, Title 29 CFR 30.9, state, "The Department (meaning the authorized federal or state apprenticeship registration agency) will conduct systematic reviews of apprenticeship programs in order to determine the extent to which the sponsors are complying with these regulations and will also conduct compliance reviews when circumstances, including receipt of complaints not referred to a private review body pursuant to Section 30.11(b)(1)(i), so warrant and take appropriate action regarding programs which are not in compliance with the requirements of this part. Compliance reviews will consist of comprehensive analyses and evaluations of each aspect of the apprenticeship program, including on-site investigations and audits."

The sponsor shall be ultimately responsible for maintaining the accuracy and storage of the program files. These files shall be stored in a facility that allows and provides governmental access for auditing purposes as outlined in Ch. 119 F.S. (Florida Public Records Law).

Auditing of apprenticeship records is programmatic in nature and is the responsibility of the registration agency. The Department of Education, Office of Workforce Education, Office of Apprenticeship and Continuing Workforce Education is responsible for conducting the audit.

#### **AUTHORITY**

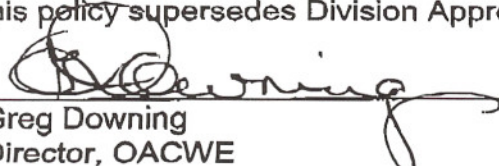
The Office of Apprenticeship and Continuing Workforce Education, 29 CFR 30.8 and 30.9, and Ch. 119 F.S.

#### **ACTION**

All apprenticeship program sponsors shall follow the policy and procedures described above.

#### **SUPERSESSON**

This policy supersedes Division Apprenticeship Policy PAD 96-02.

  
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Greg Downing  
Director, OACWE

23 July, 2003  
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Date Signed