Florida Department of Education
Division of Career and Adult Education - Apprenticeship

APPRENTICESHIP AGREEMENT: Between the Apprentice and the Apprenticeship Program Sponsor

THIS AGREEMENT, entered into this ______ day of __________________, ______________ between the parties to represented as the
Apprenticeship Sponsor and ______________, hereinafter referred to as the
APPRENTICE, and (if a minor) __________________ hereinafter referred to as his/her GUARDIAN.

WITNESSETH THAT: The Program Sponsor agrees to be responsible for the selection, placement and training of said apprentice, as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work of said trade during the period of apprenticeship, in accordance with the registered standards of the Program Sponsor. The apprenticeship standards referred to herein are hereby incorporated in and made a part of this agreement. This agreement may be terminated by mutual consent of the signatory parties, only upon proper notification to the Registration Agency.

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<thead>
<tr>
<th>Trade: 10</th>
<th>Term Remaining: 16</th>
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</thead>
<tbody>
<tr>
<td>O*Net SOC Code: 11</td>
<td>Probationary Period: 14</td>
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<tr>
<td>RAPIDS Code: 12</td>
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<td>Credit for Previous Experience: 15</td>
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<td>Starting Wage: 9</td>
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<td>Participating Employer: 8</td>
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<td>Apprenticeship Sponsor and: 5</td>
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<tr>
<td>Apprentice I.D. #: 1</td>
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<td>Program Sponsor #: 2</td>
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I, the above named APPRENTICE, with full knowledge of the provisions and my rights thereunder, do hereby expressly waive my rights under 20 USCA S1232g(b) which provides that a student's permission (or the permission of his/her guardian, if the student is under 18 years of age) is necessary before an educational agency or institution may disclose the student's education records to

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*Indicates a REQUIRED FIELD) Remaining Fields are VOLUNTARY

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DCAE Form APPR-200 (Revised 7/23)
**GENERAL NOTES**

The sponsor can receive an electronic version of this form from their Servicing ATR (Apprenticeship & Training Representative).

This form must be processed anytime the registered program sponsor selects a qualified applicant, grandfathers in current employees or brings a former apprentice back into the program. This form must be signed in **BLUE** ink by the program and the apprentice. The original signed form must then be sent to the ATR after the apprentices' data has been entered into RAPIDS.

Sections #1 thru #6, #8 thru #16 and #21 thru #24 of the form are to be completed by the Program or the Program's Representative. Please **TYPE** or **LEGIBLY PRINT** if not filled out in your computer.

Sections #17 thru #20 and #25 thru #33 of the form are to be **LEGIBLY** completed by the **APPRENTICE**. Please make sure **ALL NON OPTIONAL (THEY ARE MARKED WITH AN *)** sections have been completed before sending the form to your ATR.

**45 CALENDAR DAY RULE**

Due to Federal requirements, this form must be processed into the Federal computerized database known as RAPIDS (Registered Apprenticeship Partners Information Data System) and received and approved/registered by the ATR within 45 calendar days of the Date Apprenticeship Began, **WHICH IS THE DATE AT THE TOP OF THE FORM IN ITEM #3**. In order to meet this deadline, the Apprenticeship Agreement should be on its way to the ATR no later than 20 days from the Date Apprenticeship Began. This gives the ATR 25 days to review it and return it for corrections if needed, to check each apprentice against the selection ranking list and enough time to verify or input the data into RAPIDS.

**NOTE**: If the Apprenticeship Agreement is over 45 calendar days old when received by the ATR, it will be returned to you so that Credit may be given (by the Committee) for the 45 day period. Once returned to the ATR, it will be processed as usual.

**NOTICE**

**DO NOT MIX PROGRAM TYPES i.e. APPRENTICESHIP or PREAPPRENTICESHIP**

**THIS FORM IS ONLY FOR APPRENTICES**

**FORM PROCESSING**

It is highly recommended that the program keep a photocopy of the completed form in your Apprenticeship Files until a processed Program/Committee copy comes back to you from the ATR’s office showing the ATR signature and the Date of the Apprentices’ Registration.

When submitting an Apprenticeship Agreement Form which gives Credit, be sure to not award more than 50% without also providing the ATR with a letter on the program’s letterhead of why the apprentice was awarded more than 50% credit toward completion of the program.

**COPIES**

The ATR will produce a copy of the processed and registered Apprentice Agreement and send it to the program sponsor/committee for their records and to place in the Apprentice's file. The **Original** will be sent to the Central Office in Tallahassee for maintenance and future archiving.

**RAPIDS**

(Registered Apprenticeship Partners Information Data System)

If you enter the apprentice information from a completed Apprentice Agreement form into RAPIDS, you do not have to submit an Action Reporting Form along with the Apprentice Agreement.

If you **DO NOT** enter the apprentice information from a completed Apprentice Agreement form into RAPIDS, you **DO HAVE TO** submit an Action Reporting Form along with the Apprentice Agreement.

It is highly recommended that you **ALWAYS** submit an Action Reporting Form no matter which of the previous practices you adopt, since the ATR does not maintain copies of processed Apprentice Agreements.
FORM COMPLETION - by the NUMBERS

1. The Apprentice I.D. Number will be issued by RAPIDS and is to be used on all future individual apprentice correspondence.

2. The Program Number is the number assigned to the program by the Registration Agency. This number is found on the Registration Certificate. Include all characters and place your program registration number in this area from your registered program standards or from RAPIDS.

3. Date of Agreement, as stated no change. This is the date the apprentice is selected or grandfathered into the program and their time as an apprentice officially begins.

4. Program Name on this line. The name must be written exactly as it is on the Registration Certificate including the type of program, i.e.: GNJ, INJ, IJ, IJW, or JAC or JATC, etc.

5. Apprentices’ LEGAL name. This is the name that will be used on their Completion Certificate. Example: Jane A. Doe. Do not use nicknames or abbreviated proper names.

6. Name of Parent or Guardian only if the Apprentice is a minor.

7. This warning applies to Federally Financed and Assisted Construction Projects only. Apprentice Certifications are only issued to participating employers through the RAPIDS System. If an apprentice is to be on a Federally Financed project, there is a separate form that shall be used to certify the registration of an apprentice, so call your local ATR for guidance.

8. Fill in the name of the Participating Employer the apprentice is working for.

9. Fill in the current wage of the apprentice at the time their apprenticeship began.

10. Indicate the name of the Trade as shown on the Registered Program Standards. Please don’t use electrical for electrician or carpentry for carpenter, etc.

11. O*Net-SOC (Standard Occupational Classification) Code for the Trade as shown on the Program Standards.

12. RAPIDS Code as shown in the Program Standards. This is the 4 digit number the Federal Apprenticeship Office has assigned the Trade and used in RAPIDS.


14. Probationary Period: As specified in your registered Program Standards, usually 6 months or one year.

15. Credit: Indicate amount in OJT hrs - Months format, if any given. If none given indicate -0- or "none". Remember to watch the credit policy.

16. Term Remaining: Indicate the term remaining in OJT hrs - Months format. After credit has been deducted from term.

17. Legal Signature of Apprentice in BLUE ink.

18. Mailing address of the Apprentice.


20. Parent or Guardian Signature. ONLY REQUIRED IF THE APPRENTICE IS A MINOR

21. Original signature of individual with authority to sign AS PER THE APPRENTICESHIP STANDARDS. IN BLUE INK PLEASE.

22. Title of individual with authority to sign.

23. Mailing Address of the program.


25. The apprentices’ social security number.

26. The date of birth of the apprentice. (* REQUIRED)

27. Apprentice’s sex.

28. Apprentice’s ethnicity.


30. The highest grade of school completed by the apprentice.

31. Whether or not the apprentice is a veteran.

32. Apprentices’ Career Connection

33. Apprentices’ Disability Status.

34. THIS AREA WILL BE COMPLETED BY THE ATR.

35. THIS AREA WILL BE COMPLETED BY THE ATR.