

FLORIDA DEPARTMENT OF EDUCATION

DIVISION OF CAREER AND ADULT EDUCATION
BUREAU OF STANDARDS, BENCHMARKS AND FRAMEWORKS
APPRENTICESHIP SECTION



Apprenticeship Section Procedures

SUBJECT

Certificate of Meritorious Service

PURPOSE

To provide guidelines for recommending issuance of Certificates of Meritorious Service

APPLICABILITY

This policy applies to individuals who have provided outstanding service in or for the State Apprenticeship Agency, U.S. Department of Labor Employment and Training, Office of Apprenticeship, Circular No. 80-3, 80-6.

EFFECTIVE DATE

Upon issuance

EXPIRATION DATE

Until superseded or rescinded

POLICY

The Certificate of Meritorious Service shall be suitably worded to honor outstanding accomplishments in the state of Florida in support of registered apprenticeship and/or preapprenticeship. Recommendations for awards may be made on behalf of individuals within a local, state, or national organization, professional category such as educators, and to former members of apprenticeship and preapprenticeship training committees. Registration agency and United States Department of Labor personnel are not eligible to receive Certificates of Meritorious Service.

Recommendations shall be submitted by letter to the Program Director of Apprenticeship and include the following information:

1. Name of the candidate and affiliation with Florida registered apprenticeship and/or preapprenticeship;

2. Background information; and,

3. Justification for granting of the award based on the following criteria:

- The activities of this person in support of Florida registered apprenticeship and/or preapprenticeship must have been of an outstanding nature for a period of not less than five years;
- The activities must have been of an identifiable character as to justify the award in the minds of his/her associates; and
- The activities must have been of sufficient significance as to warrant presentation of the Certificate as a public ceremony.

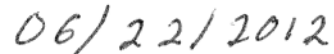
Recommendations will be reviewed by an ad hoc committee consisting of the Chairperson of the State Apprenticeship Advisory Council, not less than two (2) Council members, the servicing Apprenticeship and Training Representative for the candidate's area [if applicable] and the Program Director of Apprenticeship. Upon majority approval, the Certificate will be produced and signed by the Chairperson and Program Director. The Certificate shall be presented to the individual at the next scheduled State Apprenticeship Advisory Council meeting or an event of similar public importance.

AUTHORITY

Florida Department of Education, Division of Career and Adult Education – State Apprenticeship Agency, U.S. Department of Labor Employment and Training, Office of Apprenticeship, Circular No. 80-3, 80-6.



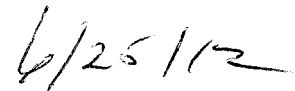
Ken Olsen
Program Director of Apprenticeship



Date Signed



Rod Duckworth
Chancellor



Date Signed