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MEMORANDUM

TO: Apprenticeship Program Sponsors
FROM: Kevin O'Farrell, Ph.D.
DATE: November 19, 2024
SUBJECT: Deregistration of Apprenticeship Programs

The purpose of this memorandum is to outline the policy and procedure for deregistration of apprenticeship programs with the Florida Department of Education (Department) Office of Apprenticeship. Per Rule 6A-23.006, Florida Administrative Code (F.A.C.), deregistration of a program may be effected either upon the voluntary action of the sponsor by a request for cancellation or upon notice by the Department to the sponsor stating cause and instituting formal deregistration proceedings.

For programs deregistered by the request of the sponsor, the Department may cancel the registration of an apprenticeship program by a written acknowledgement of a request stating, but not limited to, the following:

1. The registration is canceled at sponsor's request and the effective date; and
2. Within fifteen (15) days of the effective date of the acknowledgement, the sponsor must notify all registered apprentices of cancellation and the effective date that will automatically deprive the apprentice of individual registration; that the cancellation removes the apprentice from coverage for federal and state purposes; and that all apprentices will be referred to the Department for information regarding other registered apprenticeship programs.

The Department may undertake deregistration proceedings when the apprenticeship program is not conducted, operated, or administered in accordance with Chapter 6A-23, F.A.C. This process is outlined in Rule 6A-23.006(2), F.A.C., as follows:

1. The Department must notify the program sponsor in writing by registered or certified mail with return receipt requested. This notice shall state the deficiency(ies) and remedy(ies) required and shall state that the program will be deregistered for cause unless corrective action is taken within thirty (30) calendar days of receipt.

Kevin O'Farrell, Ph.D.
Chancellor of Career and Adult Education

2. Upon request by the sponsor, the 30-day term may be extended for another thirty (30) days. During the period for corrective action, the Department must assist the sponsor in every reasonable way to achieve conformity.
3. If the required action is not taken within the allotted time, the Department shall send a notice to the sponsor by registered or certified mail, return receipt requested, stating the following:
 - a) This notice is sent pursuant to this subsection;
 - b) The sponsor was advised of certain deficiencies (enumerating them and the remedial measures requested, with the dates of such occasions and letters), and has failed or refused to effect correction;
 - c) Based upon the stated deficiency(ies) and failure to remedy, a determination has been made that there is cause to deregister the program, and the program may be deregistered unless within fifteen (15) days of the receipt of this notice, the Department receives a request for hearing from the sponsor;
 - d) If a hearing is not requested by the sponsor, the entire matter will be submitted to the Administrator of the U.S. Office of Apprenticeship, for a decision on the record with respect to deregistration.
 - e) If requested, the sponsor may seek an administrative hearing in accordance with the provisions of Chapter 120, Florida Statutes.
4. The Department shall transmit to the Administrator of the U.S. Office of Apprenticeship all documents and information relating to the deregistration proceedings.
5. Every order of deregistration must contain a provision that the sponsor must, within fifteen (15) days of the effective date of the deregistration order, notify all registered apprentices of the deregistration and the effective date thereof that will automatically deprive the apprentice of individual registration; that the deregistration removes the apprentice from coverage for federal and state purposes; and that all apprentices will be referred to the Department for information regarding other registered apprenticeship programs.

For questions, please contact Kathryn Wheeler, Director of Apprenticeship, at Apprenticeship@fldoe.org or 850-245-0454.

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