

**FLORIDA DEPARTMENT OF EDUCATION  
OFFICE OF APPRENTICESHIP**

**PARTNERING SPONSORSHIP MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN**

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**AND**

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**Effective Date:** \_\_\_\_\_

**Duration:** \_\_\_\_\_.

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**I. PURPOSE**

This Partnering Memorandum of Understanding (MOU) is entered into by and between

\_\_\_\_\_ ,  
hereinafter referred to as the “Preapprenticeship Program,” and

\_\_\_\_\_ ,  
hereinafter referred to as the “Partnering RAPS,” to outline the relationship and cooperation required under 6A-23.010, Florida Administrative Code (F.A.C.), for the operation of a preapprenticeship program directly linked to a Registered Apprenticeship Program Sponsor in the following **occupation or occupational grouping:**

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**II. AUTHORITY**

This agreement is executed pursuant to Chapter **446, Florida Statutes**, and Chapter **6A-23, F.A.C.**, governing preapprenticeship and apprenticeship training in the State of Florida.

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**III. ROLES AND RESPONSIBILITIES**

**A. Preapprenticeship Program Sponsor**

The Preapprenticeship Program Sponsor agrees to:

1. Provide training in competencies and skills aligned with the registered apprenticeship program;
2. Utilize curriculum and instructional methods consistent with industry standards and approved by the Florida Department of Education (Department);
3. Maintain training and attendance records and submit participant performance reports as required by the Department; and

4. Refer qualified completers to the Partnering RAPS for admission into the Registered Apprenticeship Program.

## **B. Partnering RAPS**

The Partnering RAPS agrees to:

1. Collaborate and recommend changes to ensure training aligns with industry requirements and program standards to create career pathways into Registered Apprenticeship;
2. Designate a representative to participate in the Preapprenticeship Committee;
3. Give priority consideration to qualified preapprenticeship completers during the apprenticeship application process;
4. Award credit in the registered apprenticeship program to preapprenticeship completers based on competencies mastered and hours earned, as stipulated in section IV of this agreement and in conformance with the requirements established in the Standards of Apprenticeship in compliance with Rule 6A-23.004(2)(1), F.A.C.; and
5. Be actively training apprentices at the time of entering into this agreement and demonstrate a reasonable intent to continue training apprentices in order to provide ongoing training opportunities for preapprenticeship program completers. (In the event that the Partnering RAPS fails to provide training for 12 consecutive months, it becomes ineligible to continue as a partnering sponsor to the program or occupation.)

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## **IV. TRANSITION TO APPRENTICESHIP AND GRANTING OF CREDIT**

The Preapprenticeship Program is designed to prepare individuals for entry into a Registered Apprenticeship Program. Therefore, the parties agree that:

- Preapprenticeship completers of the preapprenticeship program will be eligible for the following credit, upon demonstration of skills learned and documented training records provided:
  - Related technical instruction **credit:** \_\_\_\_\_ (hours).
  - On-the-job training **credit:** \_\_\_\_\_ (hours) (if OJT training is included)

If the performance criteria meet the standards established by the Partnering RAPS, the preapprentice must be awarded the credit stipulated above and shall be advanced to the wage rate and related technical instruction level commensurate with the amount of credit awarded.

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## **V. TERMINATION**

This agreement may be terminated by either party upon 30 days' written notice. Both parties agree to minimize disruptions for active participants during any transition.

If the Partnering RAPS cancels this agreement, the program, the occupation or fails to provide training for 12 consecutive months, the preapprenticeship program shall ensure a suitable replacement. Preapprenticeship programs that fail to secure a new Partnering RAPS within 30 days of the cancellation of an existing Partnering RAPS, preapprenticeship program or occupation shall be cancelled in accordance with 6A-23.010(3)(h), F.A.

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**VI. ADDITIONAL TERMS**

Parties may add additional terms to the MOU that do not conflict with state or federal law, including but not limited to Chapter 446, F.S., 29 C.F.R. Part 29, and Chapter 6A-23, F.A.C. Attach additional pages as necessary. Terms are outlined as follows:

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**VII. SIGNATURES**

IN WITNESS WHEREOF, the parties have executed this MOU as of the dates below:

**Preapprenticeship Program Provider:**

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**Signature**

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**Date**

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Registered Apprenticeship Program Sponsor:**

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**Signature**

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**Date**

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_