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MEMORANDUM

TO: Apprenticeship Program Sponsors

FROM: Kevin O'Farrell, Ph.D.

DATE: November 20, 2024

SUBJECT: Apprenticeship Agreement Forms in RAPIDS

The purpose of this memo is to outline the new required process for registering apprentices with the Florida Department of Education (Department), Office of Apprenticeship through the Registered Apprenticeship Partners Information Data System (RAPIDS), using the apprenticeship agreement 671 form.

Previously, sponsors and apprentices would complete and sign the Florida Department of Education Apprenticeship Agreement Form (DCAE APPR-200), enter apprentice information into RAPIDS and send an Action Form (DCAE APPR-205) to the Apprenticeship Training Representative (ATR) via mail or secure ShareFile for approval and official registration.

The Department aims to simplify the registration of apprentices to better serve program sponsors, employers and apprentices, and provide for a smoother transition for apprenticeship program sponsors moving into Florida from other states. The new process will adopt the USDOL ETA 671 form in place of the Apprenticeship Agreement Form (DCAE APPR-200). The Action Form (DCAE APPR-205) will no longer be required for apprenticeship program registrations; however, programs may choose to use this for internal recordkeeping. All registrations will be initiated through RAPIDS, approved by the ATR in RAPIDS, signed by the apprentice and sponsor via DocuSign, and stored in RAPIDS. The use of mail and ShareFile for the transmission of agreement forms will no longer be needed. Email is never an accepted means of apprenticeship agreement transmission, due to the inclusion of personally identifiable information.

The steps to register an apprentice in RAPIDS are outlined as follows:

1. The sponsor clicks 'Register Apprentice' in RAPIDS and enters the apprentice information, including a valid email address. This is transmitted to the ATR as a pending apprentice registration.
2. The ATR reviews the registration for the required information (i.e. birthdate, employer assignment, entry wage, occupation and email address.) If the data is incomplete, the ATR will inform the program of needed corrections and deny the registration for the program to resubmit. If the data is complete, the ATR approves the apprentice registration in RAPIDS.

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3. The sponsor receives notification that the registration is approved and selects the apprentice(s) for whom 671 forms are to be generated. The sponsor uses DocuSign to sign the 671 form and the document is automatically sent to the next required signatory listed on the form.
4. The apprentice signs in DocuSign, and if they are a minor, a parent/guardian will sign next.
5. The sponsor monitors the status of signatures in RAPIDS and receives notification when the forms have been signed. Completed forms are stored in RAPIDS.

Per Rule 6A-23.004(2)(v), F.A.C., program sponsors are responsible for the “recording and maintenance of all records concerning apprenticeship as may be required by state or federal law. Records must be maintained for not less than five (5) years from the date of departure from or completion of the program.” The sponsor will need to provide proof of completed apprenticeship agreement form 671, including apprentice signatures, during program review by the Office of Apprenticeship.

Sponsors are to immediately begin implementation of this new process. The Department plans for a transition period through the end of the current program year ending on June 30, 2025. Beginning with the 2025-2026 program year, all apprentices must be registered through RAPIDS. To better facilitate this process, a webinar will be held on Tuesday, December 17th at 10:00 am, Eastern Time. Please register for the webinar via the following link:

<https://attendee.gotowebinar.com/register/691709805504128092>.

For questions, please contact Kathryn Wheeler, Director of Apprenticeship, at Apprenticeship@fldoe.org or 850-245-9038.

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