

Ben Gibson, *Chair*
Ryan Petty, *Vice Chair*
Members
Esther Byrd
Grazie Pozo Christie
Kelly Garcia
MaryLynn Magar

MEMORANDUM

TO: Apprenticeship Program Sponsors

FROM: Kevin O'Farrell, Ph.D.

DATE: January 24, 2025

SUBJECT: Electronic Certificate of Completion of Apprenticeship Program

The Florida Department of Education (Department), Division of Career and Adult Education, Office of Apprenticeship, will no longer print Certificates of Completion of Apprenticeship Program. Upon receiving Apprenticeship and Training Representative approval, program sponsors will be authorized to print an electronic Completion Certificate from RAPIDS and issue a certificate to each qualified apprentice. To accord proper recognition to apprentices who have successfully attained the necessary skills and competencies in a particular occupation that are memorialized by the Completion Certificate, program sponsors are encouraged to use high-quality parchment deed paper when printing these certificates from RAPIDS.

This new process will expedite the receipt of Certificates of Completion from the Department and will enable the Office of Apprenticeship to prioritize technical assistance to program sponsors.

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

KO/kw

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