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MEMORANDUM

TO: Preapprenticeship Program Sponsors

FROM: Kevin O'Farrell, Ph.D.

DATE: June 18, 2025

SUBJECT: Preapprenticeship Agreement Form

Rule 6A-23-010, Florida Administrative Code (F.A.C.) describes the "Preapprenticeship Agreement" as a written agreement between the preapprentice and the preapprenticeship program sponsor, containing the terms and conditions of training and incorporating the registered program standards as part of the agreement. Preapprenticeship program sponsors are responsible for the maintenance of preapprenticeship records for at least two (2) years following the individual's date of departure from or completion of the program. This includes the responsibility to collect and maintain individual preapprentice agreement forms signed by the sponsor, the preapprentice and guardian in the case of a minor.

Effective this date, the Florida Department of Education, Office of Apprenticeship (Department) will no longer sign or collect preapprenticeship agreement forms. However, these forms must include the preapprentice identification number assigned by the Department.

Preapprenticeship program sponsors will continue to work with the Apprenticeship Training Representative to obtain preapprentice identification numbers. Preapprenticeship program sponsors must report data on preapprentice activity to the Department in accordance with section 446.032, Florida Statutes. Additionally, preapprenticeship program sponsors must make available the records of on-the-job training and related instruction for review by the Department upon request, per Rule 6A-23-010, F.A.C.

Please see attached updated Preapprenticeship Agreement Form (APPR-401), which is posted at the following website: <https://www.fldoe.org/academics/career-adult-edu/apprenticeship-programs/forms.stml>.

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

KO/kw

Attachment