



2019.02.13.A.1

Strategic Policy

Title:	Apprenticeship Policy
Adopted:	02/13/2019
Effective:	02/13/2019

I. PURPOSE AND SCOPE

The Workforce Innovation and Opportunity Act (WIOA) clearly establishes apprenticeship as an effective approach for meeting the workforce investment needs of area employers while simultaneously building and defining career pathways for individuals. This Apprenticeship Policy defines CareerSource Florida’s vision for apprenticeship. Apprenticeship expansion presents opportunities for innovation of this time-tested and trusted method of skills development. Through this policy, the CareerSource Florida Board supports and encourages the continued expansion of apprenticeship opportunities in Florida for both businesses and individuals, consistent with Executive Order 19-31.

II. BACKGROUND

Apprenticeships combine rigorous, high-quality education with on-the-job training and other services that:

- Provide employer-driven, mentor-delivered, industry-specific knowledge to build talent that meets the specific needs of Florida businesses.
- Enable employers to ensure a talent pipeline by leveraging existing talent to mentor the next generation through paid earn-and-learn apprenticeships.

- Align with the skills needs of employers in critical demand sectors such as construction, healthcare, information technology, advanced manufacturing, and financial services, among others.
- Empower small employers to participate in industry-specific occupational training that might not otherwise be affordable.
- Include support services for apprentices to complete the occupational training requirements of their apprenticeship employer to earn a credential that signifies skill gains, educational achievement, and advancement of career goals.
- Provide opportunities to job seekers with barriers to employment and for underrepresented populations including women, veterans, ex-offenders, minorities, individuals with disabilities, youth and young adults.

Pre-Apprenticeship

Pre-Apprenticeship Programs provide instruction and/or training to increase math, literacy, and other vocational and pre-vocational skills needed to enter a Registered Apprenticeship program. A pre-apprenticeship program must have at least one registered apprenticeship partner and must include:

- Training and curriculum that aligns with the skill needs of employers in the economy of the state or region.
- Access to educational and career counseling, and other supportive services.
- Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options and discovering how skills acquired through coursework can be applied to a future career.
- Opportunities to attain at least one industry-recognized credential; and
- A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship into a registered apprenticeship program.

Apprenticeship

Apprenticeships are custom-built training programs developed for and approved by participating employers. The Florida Department of Education, Office of Apprenticeship, has responsibility for the registration of apprenticeship and pre-apprenticeship uniform minimum standards for each apprenticeable occupation. The department also has responsibility for assisting district school boards and community college district boards of trustees in delivering pre-apprenticeship training programs for existing apprenticeship sponsors. The Registered Apprenticeship program and duties of the department are described in detail in Chapter 446, Florida Statutes and Chapter 6A-23.001-011, Florida Administrative Code.

Registered apprenticeship programs are automatically eligible to be included on the Eligible Training Providers list (ETPL) and are exempt from state and local ETP eligibility requirements. Sponsors that indicate the apprenticeship is to be included on the list are added with minimal burden on the sponsor. Registered apprenticeship programs are maintained on the ETPL until:

- The sponsor notifies the state agency it no longer wants to be included on the list; or,
- The program becomes deregistered under the National Apprenticeship Act; or,
- The program is determined to have intentionally supplied inaccurate information; or,
- A determination is made that the program substantially violated any provision of Title I of WIOA or the WIOA regulations, including 29 CFR part 38.

Registered apprenticeship programs are also exempt from ETPL performance reporting requirements in WIOA Sections 116(d)(4) and 122. However, registered apprenticeship programs may voluntarily report performance outcomes.¹

Apprentices who successfully complete apprenticeship training graduate with a nationally recognized Completion of Apprenticeship Certificate issued by the Florida Department of Education that validates proficiency in the registered apprenticeship occupation. In addition, apprentices can earn third-party industry certifications.

Implementation

CareerSource Florida Strategic Policy 2018.02.14.A.2 defines the CareerSource Florida Board's strategic vision for effective sector strategies. Local workforce development boards are required to describe their approach to establishing, implementing, and sustaining effective sector strategies, including apprenticeship expansion opportunities, in their local workforce development plans. Pursuant to that policy, and empowered through this Apprenticeship Policy, local workforce development boards should identify opportunities for new or expanded apprenticeships in any sector. Boards are encouraged to designate at least one apprenticeship point of contact trained to provide information and assistance in developing new or expanding existing apprenticeships.

The CareerSource Florida network has a variety of activities to support apprenticeships that can be funded through WIOA or other program funds: Individual Training Accounts, on-the-job training wage reimbursement, customized training, incumbent worker training, pre-apprenticeships, and supportive services. Local workforce development boards may use any allowable activities to support apprenticeships and pre-apprenticeships to supply the talent pipeline needed in their local areas.

This policy applies to CareerSource Florida, the Department of Economic Opportunity and all 24 local workforce development boards.

¹ Training and Employment Guidance Letter No. 08-19, Attachment I, page 1-3.

III. AUTHORITY

- [Public Law 113-128, Workforce Innovation and Opportunity Act \(2014\)](#)
- [29 U.S.C. 50, Promotion of Labor Standards of Apprenticeship](#)
- [Chapter 445.004, Florida Statutes](#)
- [Chapter 446, Florida Statutes](#)
- [Chapter 6A-23.001-011, Florida Administrative Code](#)
- [Training and Employment Guidance Letter No. 13-16 and 19-16](#)
- [Training and Employment Guidance Letter No. 8-19](#)
- [29-CFR-29 - Labor Standards for The Registration of Apprenticeship Programs](#)
- [29-CFR-30 - Equal Employment Opportunity in Apprenticeship](#)

IV. HISTORY

Date	Description
12/09/2021	Updated to reflect changes in workforce related programs and services and comply with the REACH Act
02/13/2019	Approved by CareerSource Florida Board of Directors

V. ATTACHMENTS

- [CareerSource Florida Administrative Policy Number 90 – WIOA Eligible Training Provider List](#)
- [CareerSource Florida Administrative Policy Number 009 - On-the-Job Training Program](#)
- [CareerSource Florida Administrative Policy Number 100 – Work-Based Learning and Work-Based Training for Adults and Dislocated Workers](#)
- [CareerSource Florida Administrative Policy Number 074 – Individual Training Account Expenditure Requirements and Waiver Request Process](#)
- [2021-164, Laws of Florida](#)
- [Florida Governor’s Executive Order 19-31](#)

VI. OTHER RESOURCES

- Apprentice Florida.com
- Apprenticeship.gov