



Strategic Policy

2019.02.13.A.1

Title:	Registered Apprenticeship Strategic Policy
Adopted:	12/12/2023
Effective:	12/12/2023

I. PURPOSE AND SCOPE

Statewide Registered Apprenticeship Program (RAP) expansion positions the Florida workforce development system to foster a robust and inclusive work-based training ecosystem focused on collaboration between business, workforce, and education. Apprenticeship strategies increase access to in-demand jobs and career pathways that drive economic growth and sustain the future workforce. Registered apprenticeships help businesses reach a broader and more diverse pool of workers while creating new career pathways for Florida workers. Registered apprenticeships provide job seekers with structured paid learning experience that results in a portable, nationally recognized industry credential.

A network-wide Registered apprenticeship strategy implemented by all local workforce development boards (LWDB) positions Florida to develop talent pipelines for Florida employers and establishes the state as a national leader in RAPs. This strategy fosters strong partnerships between LWDBs, economic developers, employers, educational institutions, and other key stakeholders.

This registered apprenticeship strategic policy establishes that CareerSource Florida, in partnership with the Florida Department of Commerce and the Florida Department of Education, will include specific goals for apprenticeship expansion in the Workforce Innovation and Opportunity Act State Plan. Goals are to include, but not be limited to the following:

- Total number of new apprentices and pre-apprentices per year
- Total number of registered apprenticeship program occupations
- Total number of registered pre-apprenticeship programs

- Expansion of registered apprenticeships and pre-apprenticeships into healthcare, advanced manufacturing, aviation and aerospace, information technology, and other emerging industries will take priority across the state.

This Registered Apprenticeship strategic policy further outlines the framework and guidelines for LWDBs to support the expansion of apprenticeships including engaging in allowable activities under the Workforce Innovation and Opportunity Act (WIOA) and other grant programs. These activities support quantitative outcomes for high-quality registered apprenticeships that align with industry needs, promote economic development, and lead to high wages for apprentices.

II. BACKGROUND

The National Apprenticeship Act establishes registered apprenticeship as an evidence-based model for job seekers, providing them with in-demand job opportunities, defined career pathways, quantifiable skills, and a nationally recognized credential. A registered apprenticeship is an effective approach for building career pathways for individuals while meeting the workforce investment needs of Florida's employers. Title I of WIOA affirms a commitment to provide eligible participants with high-quality career and training services that lead to employment or postsecondary education, including training in targeted and in-demand industries and occupations. WIOA is the primary source of state and local funding for registered apprenticeship programs and can be used to support many components of RAPs, including on-the-job learning, related instruction, supportive services, and apprenticeship expansion activities.

Florida Governor's Executive Order Number 19-31 charts a course for Florida to become number one in the nation in workforce education by 2030, ensuring Florida students are prepared for the jobs of the future. The CareerSource Florida Board of Directors and its partners support registered apprenticeships as a powerful tool for workforce education, combining on-the-job learning with related technical instruction to create a highly skilled workforce.

The Reimagining Education and Career Help (REACH) Act enhances access, alignment, and accountability across Florida's workforce development system and provides opportunities for those with barriers to education and employment to become self-sufficient, improving access to good jobs and career pathways that offer economic prosperity. The REACH Act required implementation of a Comprehensive Employment, Education, and Training strategic policy approved by the CareerSource Florida Board of Directors. This policy requires LWDBs to implement strategies and policies that provide simplified and expanded access to employment, education, and training services including pre-apprenticeship, registered apprenticeship, and other work-based learning models. Such coordination must include, but is not limited to, conducting outreach with business leaders, local governments, and education partners.

Partnering with the Florida Department of Education, CareerSource Florida developed an Apprentice Florida Toolkit and invested in apprenticeship navigators to assist LWDBs, businesses, and other stakeholders in their efforts to develop registered apprenticeship strategies, recruit employers, participants, and apprentices, and expand the number of successful registered apprenticeship and pre-apprenticeship programs in their local areas.

III. POLICY

LOCAL WORKFORCE DEVELOPMENT BOARD RESPONSIBILITIES

The CareerSource Florida network supports RAPs with technical assistance and by leveraging WIOA funding to support eligible participants. LWDBs shall actively promote the benefits of Registered apprenticeships. Active promotion includes encouraging the development and use of RAPs by collaborating closely with local employers, industry associations, and educational institutions, and by partnering with the Florida Department of Education's Apprenticeship Training Representatives (ATR) in their region. Boards are allowed to serve as RAP sponsors and should strongly consider doing so in regions where there is employer demand for occupations, but no RAPs or employers are willing to sponsor them.

LWDBs shall also promote and support the development of registered pre-apprenticeship programs. Registered pre-apprenticeship programs are designed to prepare individuals for entry into RAPs by providing instruction and/or training to increase math, literacy, and other vocational and pre-vocational skills needed to begin a registered apprenticeship. A registered pre-apprenticeship program must be registered with the Florida Department of Education and have at least one registered apprenticeship partner.

Each LWDB and regional planning area shall implement apprenticeship strategies consistent with WIOA and Florida Statutes. These strategies shall be described in LWDB and regional planning area WIOA plans.

Each board shall have knowledge of the Florida Department of Education's inventory of both pre-apprenticeship and RAPs and be familiar with programs that are eligible to partner with local and regional employers. Additionally, boards will assist with creating and expanding registered pre-apprenticeship and apprenticeship programs throughout their region.

Where applicable, LWDBs shall leverage any federal waivers granted to the state to support apprenticeships.

Finally, LWDBs shall actively recruit apprentices and pre-apprentices for registered programs in their local and regional areas.

Support of Registered Apprenticeship Programs

LWDBs shall use all allowable activities to support registered apprenticeships and pre-apprenticeships through WIOA and other relevant grant programs to ensure maximum flexibility in serving participants and supporting their placement into RAPs. Acceptable WIOA activities include:

- *Counseling and career services*
- *On-the-job training (OJT)*
- *Customized training*
- *Incumbent worker training (IWT)*
- *Occupational skills training*
- *Cohort training*
- *Work experience*
- *Internship*
- *Supportive services*

Additionally, registered apprenticeships may be supported by leveraging other workforce opportunities, including but not limited to:

- *Sector strategies*
- *Financial assistance*

- *Braided funding*
- *Referral to community services*
- *State-granted USDOL waivers*
- *State and federal tax credits*
- *Non-WIOA state and national grants*

The on-the-job learning component of a registered apprenticeship may be supported by an OJT, IWT, or customized training contract, and an ITA or a training contract may be used for the related instruction component. Both an ITA for classroom instruction (tuition) costs and a wage-reimbursement contract for work-based learning may be used, and supportive services may be provided if they are determined to be necessary for the completion of a training or career service activity. LWDBs are encouraged to work with other LWDBs for the purpose of supporting apprentices working for employers outside of their workforce region. LWDBs shall not develop policies that restrict the promotion of and support to RAPs, employers, and apprentices.

LWDBs shall collaborate with public and private education providers responsible for delivering the technical instruction necessary for registered apprenticeships. This collaboration should also extend to employers who are offering on-the-job training and mentorship, as well as the sponsors and intermediaries involved in apprenticeship programs. The goal is to foster cooperation and coordination within the workforce system, even in cases where the program sponsor, employer, and training provider are the same entity.

Each LWDB shall ensure compliance with federal and state regulations governing registered apprenticeships, including but not limited to WIOA, and are required to review and update existing local policies that may conflict with state or federal policies or with the direction provided in this policy.

Apprenticeship Navigators

Each board shall designate an apprenticeship navigator who serves as the subject matter expert and liaison between LWDB staff, employers, training providers, and existing RAP sponsors. The apprenticeship navigator in each local area shall collect and share relevant apprenticeship data and participate in state sponsored apprenticeship training regularly to assist career centers in their efforts to coordinate a unified, seamless experience for employers and apprentices.

Each apprenticeship navigator shall collaborate with the Department of Education ATR in their region, and be familiar with ATRs in other regions, to assist with the creation of new RAPs, connect employers to existing programs, and to help recruit and support apprentices. Apprenticeship navigators will use Apprentice Florida leads, in addition to coordinating with career services teams to provide apprentices to employers.

Eligible Training Providers List

WIOA allows LWDBs to fund training services for eligible participants through an Individual Training Account (ITA) if they are on the Eligible Training Providers List (ETPL). RAPs are automatically eligible to be added to the ETPL and can opt in by contacting FloridaCommerce at ETPL@commerce.fl.gov. RAPs that opt into the state ETPL must also be added to all local lists. LWDBs shall not require RAPs to complete additional forms, apply further eligibility criteria, or provide information beyond what is detailed in USDOL Training and Guidance Letter (TEGL) 8-19.

RAPs qualify as occupations in-demand in the local labor market and local boards do not need to determine “occupational-demand status.” Registered apprenticeship sponsors are also exempt

from many ETPL performance reporting requirements, as detailed in WIOA Sections 116(d)(4) and 122. However, RAPs may voluntarily report performance outcomes. Pre-apprenticeship programs do not have the same automatic eligibility but may apply through the normal ETPL application process if they plan to seek funding for participants through an ITA.

Increasing the number of RAPs on the ETPL will ensure access to a wide variety of quality job-driven training programs, improve customer choice for WIOA-eligible participants, and contribute to the strategic goals of apprenticeship expansion outlined in this policy. CareerSource Florida, FloridaCommerce, and Department of Education shall collaborate to ensure that all RAPs are encouraged to “opt-in” to the ETPL at the time of registration. Additionally, an ongoing effort shall be made to inform existing RAPs of the purpose of the ETPL, the value of inclusion, and their automatic eligibility status.

LWDBs may support apprenticeship programs through OJT, IWT, and customized training contracts without the program being included on the ETPL.

PERFORMANCE

The CareerSource Florida Board of Directors and FloridaCommerce will monitor progress and performance for this policy. CareerSource Florida shall implement regular reporting on the state’s progress towards the goals set forth in this policy.

IV. AUTHORITY

[Public Law 113-128, Workforce Innovation and Opportunity Act \(2014\)](#)

[Chapter 445.004, Florida Statutes](#)

[Chapter 446, Florida Statutes](#)

[Chapter 2023-81, Laws of Florida amending the Reimagining Education and Career Help Act](#)

[Chapter 6A-23.001-011, Florida Administrative Code](#)

[Training and Employment Guidance Letter No. 13-16](#)

[Training and Employment Guidance Letter No. 8-19](#)

[Training and Employment Guidance Letter 19-16](#)

[Training and Employment Notice 13-12 – Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources](#)

[29-CFR-29 - Labor Standards for The Registration of Apprenticeship Programs](#)

[29-CFR-30 - Equal Employment Opportunity in Apprenticeship](#)

[CareerSource Florida Sector Strategies Strategic Policy](#)

[CareerSource Florida Comprehensive Employment, Education and Training Strategic Policy](#)

[WIOA In-School Youth Individual Training Accounts Waiver](#)

[WIOA Out-of-School Youth Expenditure Requirement Waiver](#)

V. HISTORY

Date	Description
12/12/2023	This policy revises and replaces CareerSource Florida Strategic Policy 2019.02.13.A.1 to include elements of Training and Employment Guidance Letter 19-16; REACH Act requirements; and CareerSource Florida Comprehensive Employment, Education, and Training Strategic Policy. Incorporated changes to Florida Statutes and new requirements for local workforce development boards pertaining to pre-apprenticeship and apprenticeship tools and apprenticeship navigators.
12/09/2021	Updated to reflect changes in workforce-related programs and services and comply with the 2021 REACH Act
02/13/2019	Approved by CareerSource Florida Board of Directors

VI. 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 Training](#)

[CareerSource Florida Administrative Policy Number 074: Individual Training Account Expenditure Requirements and Waiver Request Process](#)

[CareerSource Florida Strategic Policy 2018.02.14.A.2: Sector Strategy](#)

[Chapter 2021-164, Laws of Florida](#)

[Florida Executive Order 19-31](#)

VII. OTHER RESOURCES

- [ApprenticeFlorida.com](#)
- [Apprenticeship.gov](#)