



Policy Number
P5

Title:	Registered Apprenticeship		
Type:	Programmatic		
Program:	Workforce Innovation and Opportunity Act		
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I. PURPOSE AND SCOPE

Florida’s workforce development strategy prioritizes elevating Registered Apprenticeship Programs (RAPs), registered preapprenticeships, and other earn-and-learn training models as central components of the state’s talent development system. The Florida Department of Education has primary responsibility for administering apprenticeship and preapprenticeship.¹ Florida’s workforce system works in coordination with the department to advance RAPs and registered preapprenticeship programs as high-quality, work-based learning pathways that combine paid, structured on-the-job learning with Related Technical Instruction (RTI), leading to in-demand, industry-recognized, portable credentials.² Consistent with WIOA regulations and [CareerSource Florida Workforce Policy 100 – Work-Based Training and Work-Based Learning Opportunities](#), Local Workforce Development Boards (LWDBs) must integrate apprenticeship and preapprenticeship into regional talent strategies, service delivery, and employer engagement.

Florida law recognizes state registered preapprenticeship as a program formally linked to a RAP and designed to prepare individuals for entry into apprenticeship occupations.³ The State Workforce Development Board requires LWDBs to support access to earn-and-learn opportunities and to expand programs aligned to employer demand and sector priorities.

II. KEY OBJECTIVES AND MEASURABLE PERFORMANCE OUTCOMES

A. Key Objectives

LWDBs will:

1. Set goals, in addition to state established goals, designed to increase sponsorship of

¹ See Chapter 446, F.S.

² National Apprenticeship Act, [29 USC 50](#); [29 CFR Part 29](#) & [29 CFR Part 30](#).

³ Sections 446.021 and 446.052, F.S.; [Rule 6A-23.010, F.A.C.](#)

- and participation in RAPs and registered preapprenticeships in targeted and emerging industries within the area served by the LWDB.
2. Standardize apprenticeship-related business services and employer engagement practices.
 3. Coordinate with Apprenticeship Training Representatives (ATRs) and partners.

B. Measurable Performance Outcomes

An LWDB's work to increase apprenticeships and preapprenticeships contributes to all its federally required performance indicators (employment rate, median earnings, credential attainment, measurable skill gains, and effectiveness in serving employers). Leading indicators that assist an LWDB in identifying its effectiveness in apprenticeships and preapprenticeships include:

1. New eligible apprentices and preapprentices served annually and year over year.
2. New RAPs and registered preapprenticeships supported/expanded.
3. Completions (as applicable).

III. POLICY AND PROCEDURES

A. Local Workforce Development Board Core Responsibilities

The CareerSource Florida network will support Registered Apprenticeship Programs (RAPs) through technical assistance⁴ and the use of WIOA funds for eligible participants. LWDBs must actively promote RAPs by collaborating with employers, industry associations, education partners, and regional Apprenticeship Training Representatives (ATRs). LWDBs should serve as RAP sponsors when employer interest exists and no other sponsor is available, in alignment with state and local plans.

Each LWDB and planning region must implement apprenticeship strategies consistent with WIOA, Florida's WIOA Combined Plan, and Florida law; incorporate them into local and regional WIOA plans; and integrate them into service delivery, business engagement, and sector strategies.⁵ LWDBs must, as part of their planning efforts, prioritize state-identified targeted industry sectors⁶ that demonstrate documented labor market demand, wage outcomes, and a clear career pathway.⁷

LWDBs must regularly monitor the Florida Department of Education's (FDOE) inventory of registered apprenticeship and preapprenticeship programs. Regular monitoring of the inventory will assist LWDBs in meeting their apprenticeship goals. LWDBs may define the monitoring process of the FDOE inventory in their Local Operating Procedures (LOPs).

LWDBs must provide targeted assistance as needed to support apprenticeship program development and expansion, and, where applicable, leverage approved federal waivers to strengthen apprenticeship implementation. LWDBs should use the [Apprentice Florida website](#) to assist businesses in establishing apprenticeships and educate individuals about pursuing careers through apprenticeships.

⁴ [Training and Employment Guidance Letter No. 13-16.](#)

⁵ [Workforce Policy O3 – Sector Strategies.](#)

⁶ [See s. 445.004\(4\)\(h\), F.S.](#)

⁷ "Target industry business" means a corporate headquarters business or any business that is engaged in one of the target industries identified pursuant to the criteria developed by FloridaCommerce at [s. 288.005\(a\)-\(f\), F.S.](#)

LWDBs must collaborate with ATRs, education providers, employers offering apprenticeships, and apprenticeship sponsors and intermediaries to coordinate related instruction, training, mentorship, and participant recruitment, ensuring access for youth, adults, and individuals with barriers to employment. LWDBs should encourage and support RAPs within their area to be part of the state's eligible training provider list if they have not already elected to do so.

LWDBs must comply with all applicable federal and state requirements governing registered apprenticeships and WIOA programs and must revise local policies as necessary to ensure alignment.

1. RAP Sponsorship

LWDBs should serve as RAP sponsors:

- a. to support small- and mid-sized employers that lack the capacity to sponsor programs independently;
- b. to assist the state in increasing the number of available RAPs in local areas; and
- c. to meet established and approved LWDB apprenticeship goals consistent with state and local plans.

As a RAP sponsor, an LWDB is responsible for the administration and oversight of all program components, including but not limited to the following:

- i. Development and customization of program standards in partnership with employers.
- ii. Registration of apprentices.
- iii. Maintenance of program and apprentice records.
- iv. Assurance of requirements for RTI delivery.
- v. Periodic evaluation of apprentices' progress.

As a RAP sponsor, LWDBs can better match training to what employers need. They can build industry-led programs that close skill gaps that also help jobseekers find self-sustaining employment. Registered apprenticeships may qualify for federal and state funding, and sponsorship can help attract other public and private support. Sponsorship also strengthens employer partnerships and improves coordination and employer satisfaction.

2. Registered Preapprenticeship Pipeline

Registered preapprenticeship programs must meet state and federal requirements for program length, be registered with the Florida Department of Education, and be sponsored by one or more RAPs in the same occupation or industry sector. LWDBs must promote and support the development and expansion of these programs. Pursuant to s. 446.021(5), F.S., registered preapprenticeship programs prepare individuals for entry into RAPs through structured instruction and training that builds workforce readiness skills.

B. Allowable Support for RAPs and Registered Preapprenticeship Programs

LWDBs must use allowable WIOA activities and other grant resources to support participation and completion in state-approved RAPs and registered preapprenticeship programs, including (as applicable under local policy and eligibility):

1. Career and supportive services
2. OJT, customized training, incumbent worker training

3. Occupational skills training and cohort models
4. Work experience/internships (particularly for youth models)
5. RTI support through ITAs or training contracts, as permitted (20 CFR Part 680)

The goal for the state and all LWDBs is to provide responsive and efficient support for employers and jobseekers. As such, LWDBs may not adopt local requirements that unreasonably restrict promotion, access to, or cause unnecessary and extended delays to RAP participation when otherwise allowable under state and federal policy.

C. Apprenticeship Navigators

Each LWDB will designate an Apprenticeship Navigator who serves as the LWDB subject matter expert and liaison between LWDB staff, employers, training providers, and existing RAP sponsors/intermediaries. The Apprenticeship Navigator in each local area collects and shares relevant apprenticeship data and participates in state-sponsored apprenticeship training regularly to assist career centers in their efforts to coordinate a unified, seamless experience for employers and WIOA eligible apprentices. LWDBs must ensure the Apprenticeship Navigators are accurately included in the CareerSource Florida Network Directory at <https://analytics.careersourceflorida.com/NetworkDirectory/>.

Each Apprenticeship Navigator must collaborate regularly with the ATR in their region and be familiar with ATRs in other regions; assist with the creation of new RAPs; connect employers to existing programs; and help recruit and support WIOA eligible apprentices. Apprenticeship Navigators will use Apprentice Florida and other statewide available tools and services, in addition to coordinating with career services teams to provide candidates for apprenticeship to employers.

1. Business Engagement and Strategic Coordination

Consistent with [Workforce Policy O125 Business Engagement and Economic Development Support](#), Apprenticeship Navigators serve as liaisons with both their local boards' business services unit and those within boards in their planning region to establish and develop effective relationships and networks with the business community to enhance employer engagement, expand demand-driven training programs, and advance regional economic development.

Apprenticeship Navigators will engage with employers and economic development and industry associations to assess current and long-term hiring needs, ensure a clear understanding of RAPs, and review applicable statewide RAPs for identified occupations. Navigators will obtain required standards and appendices from Florida Department of Education (FDOE) ATRs, facilitate coordination between the employer and the RAP sponsor, and provide ongoing engagement and support throughout the RAP approval process.

2. Data Entry and Validation

LWDBs must ensure that all service-related data is entered into Employ Florida within 15 calendar days of service delivery in alignment with training, technical assistance, and guidance issued by FloridaCommerce in consultation with CareerSource Florida and the FDOE.

D. Eligible Training Provider List

WIOA allows LWDBs to fund training services for eligible participants through an Individual Training Account (ITA) if the training provider is on the Eligible Training Provider List (ETPL).⁸ RAPs are automatically eligible to be added to the ETPL and can be added by contacting FloridaCommerce at ETPL@commerce.fl.gov. LWDBs may not require RAPs to complete additional forms, apply further eligibility criteria, or provide information beyond what is detailed in USDOL [Training and Guidance Letter \(TEGL\) 08-19](#).

Registered apprenticeship sponsors are also exempt from many of the ETPL performance reporting requirements detailed in WIOA Sections 116(d)(4) and 122. However, RAPs may voluntarily report performance outcomes.

Preapprenticeship programs are not automatically eligible for the ETPL and must be added using the established process.

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 the Florida Department of Education collaborate to ensure that all RAPs are encouraged to “opt in” to the ETPL at the time of registration. Additionally, LWDBs must continue 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.

IV. IMPLEMENTATION

Each LWDB must describe how it implements apprenticeship strategies consistent with WIOA, Florida Law, Florida’s WIOA Combined Plan, and this policy. These strategies should be incorporated into WIOA local plans and Local Operating Procedures (LOPs) that explain how LWDBs collaborate with employers, develop programs, determine eligibility, enroll participants, and coordinate with Apprenticeship Training Representatives and Apprenticeship Navigators. LOPs should emphasize efficient and responsive support to job seekers and businesses in RAP and registered preapprenticeship participation. Boards must also include their apprenticeship strategy in their WIOA local plans, showing how they reach out to businesses, recruit participants, build partnerships, and how they plan to meet targets for both RAP participation and sponsorship in their local areas.

FloridaCommerce, in consultation with CareerSource Florida and the Florida Department of Education, will provide technical assistance and training for ensuring compliance with workforce policy requirements.

CareerSource Florida and FloridaCommerce will monitor each board’s progress. CareerSource Florida will report on statewide results and ensure boards meet the goals of this policy.

V. ATTACHMENTS AND OTHER RESOURCES

ApprenticeFlorida.com

Apprenticeship.gov

⁸ [Workforce Policy P90 – WIOA Eligible Training Provider List](#)