

Ron DeSantis
GOVERNOR



Ken Lawson
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: April 23, 2019

TO: Local Workforce Development Board Executive Directors

FROM: Shila A. Salem, Chief, Bureau of One-Stop and Program Support

SUBJECT: Registered Apprenticeships – New Employer Service Codes

This memorandum identifies new employer service codes that have been added to Employ Florida to record the work of Local Workforce Development Boards to expand apprenticeship opportunities around the state. These codes are available for immediate use and may be used alone or in combination with other employer service codes.

Staff must assign the appropriate code to an employer's service plan when the service is provided. The proper recording of these activities, including detailed case notes, will allow the Department of Economic Opportunity and the Local Workforce Development Boards to fully document the efforts underway that support registered apprenticeships across the state.

Attached for your use is the list of the new service codes, the service code definitions and the documentation requirements.

Please share this information with appropriate staff. If you have any questions or concerns, please contact Isabelle Potts at Isabelle.Potts@deo.myflorida.com or 850-921-3148. You may also contact Christa Nelson at Christa.Nelson@deo.myflorida.com or 850-245-7492.

SAS/oip

cc: Casey Penn
Isabelle Potts
Christa Nelson

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Service Code	Service Code Title	Definition	Documentation Requirements
E57	Provided Information Regarding Registered Apprenticeships	Staff generated. Staff provided the employer information orally or in writing about registered apprenticeship or pre-apprenticeship programs and referred the employer to the Florida Department of Education's Apprenticeship Office.	Case note the specific information provided to the employer.
E58	Provided Recruitment Assistance for Registered Apprenticeship Programs	Staff generated. Staff provided recruitment assistance to the employer or Registered Apprenticeship Sponsor through job listings, recruitment events, candidate screening, or similar activities.	Case note the specific assistance provided to the employer or Registered Apprenticeship Sponsor.
E61	Provided Recruitment Assistance for Registered Apprenticeship Openings to Underrepresented Populations ¹	Staff generated. This code is to be used instead of E58 when staff provides recruitment assistance to an employer or Registered Apprenticeship Sponsor through recruitment events targeted at underrepresented populations (women, youth, minorities, Veterans, individuals with disabilities, and individuals with barriers to employment).	Case note the following information: <ul style="list-style-type: none"> • Specific assistance provided to the employer or Registered Apprenticeship Sponsor. • Underrepresented population targeted. • How local partners that work with the targeted population were involved in in the event.
E62	Participated in the Development of a New Registered Apprenticeship Program	Staff generated. Staff convened or participated in meetings among employers, existing or potential Registered Apprenticeship Sponsors, and Apprenticeship and Training Representatives (ATRs) with the goal of developing a new registered apprenticeship program and identifying the role of the local workforce development board in assisting the new program.	Case note the following information: <ul style="list-style-type: none"> • Specific assistance provided to the employer or Registered Apprenticeship Sponsor. • Participants in the planning and development meetings and their respective roles. • Details of steps taken and to be taken to develop the new apprenticeship program.

¹ Under-represented populations include: women, youth, minorities, Veterans, individuals with disabilities and individuals with barriers to employment.

Service Code	Service Code Title	Definition	Documentation Requirements
E63	Participated in the Development of a New Pre-Apprenticeship Program	Staff generated. Staff convened or participated in meetings among Registered Apprenticeship Sponsors, Apprenticeship and Training Representatives (ATRs) and other entities such as school boards or community-based organizations with the goal of developing a new pre-apprenticeship program and identifying the role of the local workforce development board in assisting the new program.	Case note the following information: <ul style="list-style-type: none"> • Specific assistance provided to pre-apprenticeship provider • Participants in the planning and development meetings and their respective roles. • Details of steps taken and to be taken to develop the new pre-apprenticeship apprenticeship program.