

**Local workforce development boards** are important partners in expanding apprenticeship opportunities to employers in Florida. Local workforce development staff connect businesses to apprenticeship opportunities by working with the [Office of Apprenticeship](#), housed at the Florida Department of Education, and can provide support to apprenticeship employers. They also connect the students and job seekers to apprenticeship openings and can provide assistance to eligible apprentices. A common understanding of apprenticeships is an essential part of making those connections.

The questions and answers that follow are intended to provide guidance to local workforce development staff regarding registered apprenticeship programs.

## REGISTERED APPRENTICESHIP

### 1. What is Registered Apprenticeship?

Registered Apprenticeship is an industry-driven, high quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, and a portable, nationally-recognized credential. Registered Apprenticeship is a proven model of apprenticeship that has been validated by the Florida Department of Education Office of Apprenticeship.

### 2. What are the purpose and benefits of a Registered Apprenticeship program?

The purpose of a Registered Apprenticeship program is to enable employers to develop and apply industry standards to training programs that benefit the employer through increased productivity, improved quality of the workforce, retention of institutional knowledge, and lessened turnover. The U.S. Department of Labor (USDOL) provides a wealth of information about the benefits of apprenticeship that includes an [Apprenticeship Community Resources](#) page. Resources on that site include [Apprenticeship Business Engagement Tools](#), [Outreach to Businesses](#), and information about [Return on Investment](#).

## COMPONENTS

### 3. What are the components of a Registered Apprenticeship program?

***Business Involvement*** – Employers are the foundation of every Registered Apprenticeship program. Employers can participate within an existing apprenticeship program or they can sponsor and develop their own apprenticeship program by working with the Florida Department of Education Office of Apprenticeship.

**Structured On-The-Job Training (OJT)** – Apprentices receive OJT that is aligned with industry occupational standards from experienced journeyworkers/mentors to provide authenticity and consistency in certification.

**Related Technical Instruction (RTI)** – Registered Apprenticeships combine OJT with learning the theoretical and technically related instruction in a structured education environment offered through local technical colleges, state colleges, apprenticeship training centers, or within the employers training facility. RTI can be delivered via classroom, on-line, or correspondence and can also be front-loaded, segmented, concurrent, or articulated.

**Rewards for Skill Gains** – One of the more attractive components of a Registered Apprenticeship program is the structured wage increases apprentices receive as they gain higher levels of skill.

**Nationally Recognized Credential** – Registered apprentices who successfully complete their training and education receive a nationally-recognized credential issued by the Florida Department of Education, which signifies to employers that the apprentice is fully qualified for the job.

#### 4. What is the length of a Registered Apprenticeship program?

The length of a Registered Apprenticeship program varies from one (1) to five (5) or more years. The length is highly dependent upon the occupational training requirements of employers. On-The-Job Training (OJT) typically comprises 2,000 hours per year working under the direct supervision of a fully qualified journeyworker/mentor.

Related Training Instruction (RTI) provides theoretical and technical instruction related to the work requirements and runs concurrently with OJT. A minimum of 144 hours of RTI is required per year for the length of the Registered Apprenticeship program. In addition, employers can apply credit for previous experience toward program completion which can expedite credentialing.

There are three (3) primary Registered Apprenticeship training models. They include:

**Time-Based** – Apprentices complete a required number of hours in OJT and RTI. For example, an apprentice in a three (3) year time-based program would typically be required to complete 6,000 hours of paid OJT and 432 hours or more of theoretical and technically-related instruction before earning national certification.

**Competency-Based** – Apprentices progress at their own pace as they demonstrate competency and mastery of skills and knowledge through proficiency tests and applied practice. Apprentice OJT and RTI competency is validated by a journeyworker/mentor/supervisor/instructor for successful completion and national certification.

**Hybrid-Based** – Apprentices in a Hybrid-Based programs demonstrate OJT and RTI competency within a minimum and maximum time range.

Career Lattice –Competency-Based and Hybrid-Based programs which offer interim stackable credentials issued at specific intervals to validate apprentice progression are often referred to as career lattice programs.

## SPONSORSHIP

### 5. What is a sponsor of Registered Apprenticeships programs and who can be a sponsor?

A Registered Apprenticeship sponsor is an entity that is responsible for managing a Registered Apprenticeship program. The sponsor works with the Florida Department of Education, Apprenticeship Section, reports on apprenticeship activities, and ensures that apprentices receive the proper training as outlined in the standards of apprenticeship.

Until recently, sponsors of Registered Apprenticeship programs consisted of employers, groups of employers, or labor organization. Recent changes allow local workforce development boards, trade associations, educational institutions, community or faith-based organizations, women-only organizations, veterans groups, and minority-only entities to sponsor Registered Apprenticeship programs.

Florida employers and organizations interested in participating in existing Registered Apprenticeship programs or wishing to sponsor their own Registered Apprenticeship program, should contact the Florida Department of Education [Office of Apprenticeship](#). The office provides information about new and existing programs throughout the state. Sponsors of new programs define their own training standards with the assistance of experienced Apprenticeship and Training Representative (ATR).

## PRE-APPRENTICESHIP

### 6. What is Pre-Apprenticeship?

Pre-Apprenticeship programs must be sponsored by at least one Florida-based Registered Apprenticeship program and registered with the Florida Department of Education Office of Apprenticeship. A Registered Pre-Apprenticeship is an organized program of instruction that is designed to prepare individuals, of no less than 16-years of age, for entrance into a Registered Apprenticeship program.

Pre-Apprenticeship programs may or may not include OJT and are designed to range in length from six (6) months to a maximum of two (2) years. The program can be offered within a secondary or post-secondary educational school system, labor organization or in-house. The program can also be offered to youth (16-23 years old), adults (24 years or older), or a combination of both. Pre-Apprentices who successfully complete the program will receive a certificate from the Florida Department of Education and may be given advanced standing for entrance into a Florida-based Registered Apprenticeship program.

## PROGRAM SUPPORT

### **7. How can workforce programs support Registered Apprenticeship programs?**

Workforce programs funded by the Workforce Innovation and Opportunity Act (WIOA) or the Trade Act (TAA) can provide support to Registered Apprenticeships through a variety of tools, such as:

- On-the-Job Training (OJT) can fund a percentage of the apprentice's wages.
- Customized Training can fund a percentage of the related training instruction.
- Individual Training Accounts can fund the related training instruction. Note that Registered Apprenticeship programs are automatically eligible to be included in the State's Eligible Training Provider List (ETPL).
- Incumbent Worker Training may be used to fund the training of individuals already working with the employer.
- Supportive Services can fund the purchase of supplies needed for the job, as well as transportation and child care.

The availability of any of these options depends on local workforce development board policies.

### **8. Does the State offer financial support for Registered Apprenticeships?**

Yes. The State supports the RTI educational component of a Registered Apprenticeship program provided by a public educational institution through a payment formula based on classroom full-time equivalency (FTE). When such public educational agencies provide RTI for a Registered Apprenticeship program, the training is provided to the apprentice tuition free.

## OVERSIGHT

### 9. Who oversees Registered Apprenticeship and Pre-Apprenticeship programs in Florida?

The Florida Department of Education, Division of Career and Adult Education, Office of Apprenticeship is authorized to implement and oversee Registered Apprenticeship and Pre-Apprenticeship programs for federal and state purposes. The State Apprenticeship Advisory Council represents the apprenticeship community, advising the Department of Education on matters relating to registered apprenticeship programs.

## ADDITIONAL RESOURCES

[Desk Aid Guide for How to Use WIOA Funding for Apprenticeship](#)

[Quick-Start Toolkit – Building Registered Apprenticeship Programs](#)

[Starting a Registered Apprenticeship Program](#)

[Regional Demand Occupation Lists](#)

[Apprenticeable Occupation List – US Department of Labor](#)

[Competency-Based Occupational Frameworks](#)

[WorkforceGPS - Apprenticeship Community](#)

[Apprenticeship Training Modules](#)

[Sections 446.011 – 446.092, Florida Statutes](#)

[Rule Chapter: 6A-23 – Apprenticeship Programs](#)

[CareerSource Florida Strategic Policy: Apprenticeship Policy](#)

[CareerSource Florida Administrative Policy: Work-Based Training](#)