

Employer Appendix or Occupation Appendix

(Sponsor)

In the occupation of:

Occupation / Trade	NAICS Code	RAPIDS Code	O-Net Code

Complete information below **only** if this appendix applies to a **single** Participating Employer. (Delete if not used)

EMPLOYER: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

OUTREACH JURISDICTIONAL AREA

(Counties)

TABLE OF CONTENTS

Standards Reference		Page
	DEFINITIONS	3
SECTION XVI	TERM OF APPRENTICESHIP AND TRAINING APPROACH	4
SECTION XVII	PROBATIONARY PERIOD	5
SECTION XVIII	RATIO OF APPRENTICES	5
SECTION XIX	QUALIFICATIONS AND SELECTION PROCEDURES	5 - 7
SECTION XX	TARGETED WORKFORCE ANALYSIS	8
SECTION XXI	WORK PROCESS AND RELATED TECHNICAL INSTRUCTION	9 - 10
SECTION XXII	APPRENTICES WAGE SCHEDULE	11
SECTION XXIII	PARTICIPATING EMPLOYERS	12
	COMPOSITION OF THE APPRENTICESHIP SUBCOMMITTEE	13
	OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS APPENDIX	14

DEFINITIONS

For the purposes of this appendix. The following definitions apply:

CAREER LATTICE: The use of an interim credential(s) leading to the Certificate of Completion of Apprenticeship that validates progression through a registered apprenticeship program within a Competency-Based or Hybrid-Based apprenticeship training approach. Career lattice apprenticeship programs include occupational pathways that move an apprentice horizontally or vertically within an industry.

COMPETENCY-BASED: An apprenticeship training approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation standard, and demonstrated by an appropriate written and hands-on proficiency measurement. A minimum of 2,000 hours of on-the-job training is required.

HYBRID-BASED: An apprenticeship training approach that measures the individual apprentice's skill acquisition through a combination of a specified range of minimum and maximum number of hours of on-the-job training and the successful demonstration of competency as described in a work process schedule. Hybrid-Based is a combination of both the Time-Based and Competency-Based apprenticeship training approaches. A minimum of 2,000 hours of on-the-job training is required.

INTERIM CREDENTIAL: A credential or certificate issued to the apprentice by a program sponsor, employer, or third-party credentialing entity.

TIME-BASED: An apprenticeship training approach that measures the attainment of manual, mechanical, or technical skills and knowledge through the individual apprentice's completion of at least 2,000 hours of on-the-job training as described in a work process outline.

**SECTION XVI - TERM OF APPRENTICESHIP AND TRAINING APPROACH - 6A-23.004(2)(b) FAC,
6A-23.004(2)(d) FAC**

On-the-Job-Training:

The term of the apprenticeship shall be ___ hours, approximately months of continuous on-the-job employment (including the probationary period). Hours for related instruction are excluded.

Related Technical Instruction:

Apprentices employed under these standards shall complete a minimum of ___ hours each year of supplemental instruction in technical subjects related to the occupation.

Training Approach:

- Time-Based Competency-Based Hybrid Career-Lattice

**The Career-Lattice option is only applicable within a Competency-Based or Hybrid Training Approach. The issuing of interim credentials is the responsibility of the Participating Employer or Sponsor. The Career-Lattice requirements, if applicable, will be outlined in SECTION XXI.

Related Instruction Delivery Method (select all that apply):

- Classroom
 Correspondence / Shop
 Web-Based Learning

Related Instruction Delivery Provider (select all that apply):

- Sponsor / Employer Facility
 Community College / Technical School
 Vocational School (Technical College / Center)
 Other (specify)

Related Instruction hours are provided (mark only one):

- During Work Hours; During Non-Work Hours; or During Work & Non-Work Hours

Are Wages Paid to the Apprentice During Related Technical Instruction? Yes No

Location(s) where related instruction will occur:

School Name:	
Address:	
Contact:	
Phone:	
E-mail:	

** Add additional RTI provider sections on an as-needs basis.

Course(s)/Program(s) Name(s):	Program Number:	CIP Number:

** Add additional rows and columns on an as-needs basis.

SECTION XVII – PROBATIONARY PERIOD – 6A-23.004(2)(h, s) FAC

Apprentices employed under these standards shall be subject to a probationary period during the first ___ hours of the apprenticeship program, which cannot exceed twenty-five percent (25%) of the length of the program or one (1) year, whichever is shorter.

SECTION XVIII – RATIO OF APPRENTICES – 6A-23.004(2)(g) FAC

It shall be the responsibility of the apprenticeship committee/sponsor to ensure that the allowable ratio of apprentices to journeyworkers is consistently maintained in the program as a whole, by each participating employer, and on the job site.

- For **construction-related** programs and participating employers in each apprenticeable occupation, an initial ratio of one (1) apprentice to one (1) journeyworker must be adhered to. Subsequent ratios are two (2) apprentices to three (3) journeyworkers.
- For **non-construction related** programs and participating employers in each apprenticeable occupation, the ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment or applicable provisions in collective bargaining agreements is _____ Apprentice(s) to Journeyworker(s).

If the ratio for non-construction related programs is different from the construction related ratio, a variance must be requested by the Apprenticeship Committee or Program Sponsor and approved by the Department.

SECTION XIX – QUALIFICATIONS AND SELECTION PROCEDURES – 6A-23.004(2)(j) FAC, 29 CFR § 30.5

Applicants for apprenticeship shall meet minimum qualifications as outlined in this Appendix. These qualification standards, and the score required on any standard for admission to the applicant pool must be directly related to job performance, as shown by a statistical relationship between the score required for admission and performance in the apprenticeship program.

MINIMUM QUALIFICATIONS: Apprentice applicants must be able to meet all employment guidelines and requirements. All applicants will be considered without attention to race, color, religion, sex, national origin, veteran, or disability status and afforded equal opportunity.

a. **Age (Required)**

The minimum age qualification required by the Apprenticeship Committee, Sponsor, or Participating Employer for persons entering the Apprenticeship Program is: _____ years.

b. **Physical**

Applicants will be physically capable of performing the essential functions of the occupation, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants will provide:

c. **Education**

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicant must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.

d. **English Language**

Applicants must be able to read, write, and speak the English language in order to comprehend instructions on the job and in related training classes, and to ensure personal and co-worker safety on the job.

e. **Drivers' License**

Applicants must possess and maintain a current and valid drivers' license with picture I.D.

**Additional minimum qualifications may be added.

SELECTION PROCEDURES:

**** No matter which selection process an Apprenticeship Committee or Sponsor adopts, Veterans who have received discharges other than dishonorable discharges and Florida Registered Preapprentice Graduates shall, if qualified, receive the same priorities.**

The Apprenticeship Committee or Sponsor shall select apprentices from qualified applicants using any of the following appropriate selection methods examples:

1. **Selection on basis of rank from pool of eligible applicants:**

The Apprenticeship Committee or Sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligibles must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1). A copy of the scoring chart/sheet/record used for ranking apprentices must be submitted.

Insert scoring chart/sheet/record here

2. **Random selection from pool of eligible applicants:**

The Apprenticeship Committee or Sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the Department. Supervision of the random selection process shall be by an impartial person or persons selected by the Apprenticeship Committee or Sponsor but not associated with the administration of the Apprenticeship Program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

3. **Selection from pool of current employees:**

The sponsor may select apprentices from an eligibility pool of the workers already employed or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journeyworker occupations represented by the program.

4. **Alternative Selection Method:**

a. **Intent to Hire:**

- a.i. Applicants for apprenticeship must apply to the Apprenticeship Committee or Sponsor;
- a.ii. The applicant is screened by the Apprenticeship Committee or Sponsor on the basis of selection criteria (applicant minimum qualifications) approved by the Registration Agency;
- a.iii. Applicants who meet the screening requirements, and are accepted by the Apprenticeship Committee or Sponsor as eligible for apprenticeship, are then referred to participating employers who are hiring;

a.iv. If the employer states in writing to the Apprenticeship Committee or Sponsor, their intent to hire an eligible applicant referred, that applicant is hired by the participating employer and registered by the Apprenticeship Committee or Sponsor.

b. **Any Other Method:**

The Apprenticeship Committee or Sponsor may select apprentices by any other method, including its present selection method, provided that the Sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

(Insert selection method here)

5. **Reinstatement:**

The program committee may reinstate apprentices previously registered to them within (2) years of their date of cancellation, without requiring these specific individuals to make application, meet minimum qualifications and then advance through the selection process. The program sponsor should include the process they use for reinstatement including previous apprentices in good standing with the program sponsor including timeframes that may exceed (2) years for reinstatement.

(ATR's should work with the program sponsor concerning their need to include a reinstatement process as appropriate)

SECTION XX – TARGETED WORKFORCE ANALYSIS – 6A-23.004(2)(y) FAC

Occupation: _____

Underutilization Factors:	
1. Total number of employers:	
2. Total of employer(s) workforce:	
3. Total journeyworkers employed by the employer(s) in the occupation:	
4. Total female journeyworkers employed by the employer(s) in the occupation:	
5. Total minorities journeyworkers employed by the employer(s) in the occupation:	
6. Total youth journeyworkers age 16-24 employed by the employer(s) in the occupation:	

SECTION XXI – WORK PROCESS AND RELATED TECHNICAL INSTRUCTION – 6A-23.004(2)(c, d) FAC

WORK PROCESS SCHEDULE

Complete for each Apprenticesable Occupation.

Instructions:

Time-Based Occupation: Please provide the Work Process Schedule to include the Job Tasks (left column) required to complete the apprenticeship program with the approximate amount of time (right column) the apprentice will spend in each task.

Hybrid Occupation: Please provide the Work Process Schedule to include the Job Tasks (left column) required to complete the apprenticeship program and the minimum/maximum number of hours range (next column).

Competency-based Occupation: Please provide the Work Process Schedule to include the Job Tasks (left column) required to complete the apprenticeship program.

Use for Time-Based Occupations

OCCUPATION:	
O*NET CODE:	
RAPIDS CODE:	

Work Process Schedule:	Approximate Hours:
TOTAL MAXIMUM HOURS:	

** Add additional rows and columns on an as-needs basis.

Use for Hybrid-Based Occupations

OCCUPATION:	
O*NET CODE:	
RAPIDS CODE:	

Work Process Schedule:	Approximate Minimum – Maximum Hours:	Journeyworker Sign-off	Date
TOTAL MINIMUM - MAXIMUM HOURS:			

** Add additional rows and columns on an as-needs basis.

Use for Competency-Based Occupations

OCCUPATION:	
O*NET CODE:	
RAPIDS CODE:	

Work Process Schedule:	Journeyworker Sign-off	Date
TOTAL MAXIMUM HOURS:		

** Add additional rows and columns on an as-needs basis.

RELATED TECHNICAL INSTRUCTION OUTLINE

Complete for each Apprenticeship Occupation.

Instructions:

Please provide the Related Instruction titles or classes (provided in classroom, on-line, in-company, etc.) (left column) and the approximate number of hours required to complete each instruction segment.

OCCUPATION:	
O*NET CODE:	
RAPIDS CODE:	

Related Instruction Description:	Approximate Hours:
TOTAL MINIMUM HOURS:	

** Add additional rows and columns on an as-needs basis.

SECTION XXII – APPRENTICE WAGE SCHEDULE - 6A-23.004(2)(e) FAC

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage and a dollar amount of the current hourly journeyworker wage rate, which is: \$_____, as of ___/___/20__.

Occupation

: _____

Period of Training	Percent of Journeyworker's Rate	Apprentice's Hourly Rate

** Add additional rows on an as-needs basis.
**Duplicate this section for each Apprenticeable Occupation

When registered apprentices are working on any Federally Financed and Assisted Construction projects, the fringe benefits to be paid apprentices are to be _____ % of the journeyworker's wage.

SECTION XXIII – LISTING OF PARTICIPATING EMPLOYERS – 6A-23.004(2)(w) FAC

Each Employer wishing to participate in this registered apprenticeship program shall sign a Participating Employer’s Agreement with the Sponsor, unless otherwise provided for in a collective bargaining agreement and in so doing, will accept the requirements of the program standards. The Program Sponsor shall provide an executed copy of the signed Participating Employer’s Agreement to the Registration Agency and the cancellation thereof.

Participating Employer	Participating Employer

**Add additional rows as needed

COMPOSITION OF THE APPRENTICESHIP SUB-COMMITTEE (if applicable)

Use if Construction Apprenticeship Sub-Committee is established:

As per 446.071(3) FS, **construction** related occupations **must** have an Apprenticeship Committee composed of member representatives of the participating employers. If an Apprenticeship Committee has not been established, the Sponsor, in collaboration with the participating employers, must establish an Apprenticeship Sub-Committee for Construction related occupations.

The Apprenticeship Sub-Committee shall be comprised of representatives from the Participating Employers and stakeholder members, and a current list must be provided to the Department. The Apprenticeship Sub-Committee shall include a Chairperson and a Secretary. The Apprenticeship Sub-Committee shall meet on a regular basis and as often as necessary in order to properly oversee the Apprenticeship Program.

The Apprenticeship Sub-Committee will be composed of at least ___ member representatives.
The Apprenticeship Sub-Committee shall meet _____ or as often as necessary to conduct business.

Use if Non-Construction Apprenticeship Sub-Committee is established:

The Apprenticeship Sub-Committee shall be comprised of representatives from the Participating Employers and stakeholder members, and a current list must be provided to the Department. The Apprenticeship Sub-Committee shall include a Chairperson and a Secretary. The Apprenticeship Sub-Committee shall meet on a regular basis and as often as necessary in order to properly oversee the Apprenticeship Program.

The Apprenticeship Sub-Committee will be composed of at least ___ member representatives.
The Apprenticeship Sub-Committee shall meet _____ or as often as necessary to conduct business.

SUB-COMMITTEE MEMBERS

(Print Name, Title, and Affiliation for Each.)

Chairperson	Secretary
-------------	-----------

Member:	Member
Member:	Member:
Member:	Member:
Member:	Member:

**Add or remove Member boxes as needed

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS APPENDIX

(Program Name)

hereby adopts this Appendix on this day of / 2020.

Signature of Program Chairperson / Secretary

Title/Affiliation

Printed Name

REVIEWED BY:

Apprenticeship & Training Representative

Date

REVIEWED

APPROVED

REGISTERED

FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND ADULT EDUCATION - APPRENTICESHIP

Authorized Official - Registration Agency

Date