



Florida Department of Education

Division of Career and Adult Education - Apprenticeship

To Be Completed by Dept. of Education)

[] **Canceled**
Date: ___ / ___ / ___ By: ___

[] **Completion Date**
Date: ___ / ___ / ___ By: ___

Apprentice I.D. #: **1**

Program Sponsor #: **2**

APPRENTICESHIP AGREEMENT: Between the Apprentice and the Apprenticeship Program Sponsor

THIS AGREEMENT, entered into this **3** day of _____, _____ between the parties to **4** _____ represented as the

(Name of Program Sponsor's Registered Apprenticeship Standards)

Apprenticeship Sponsor and **5** _____ hereinafter referred to as the

APPRENTICE, and (if a minor) **6** (PRINT: Full Legal Name of Apprentice)

hereinafter referred to as his/her GUARDIAN. (PRINT: Parent or Guardian Name for Minors ONLY)

WITNESSETH THAT: The Program Sponsor agrees to be responsible for the selection, placement and training of said apprentice, as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work of said trade during the period of apprenticeship, in accordance with the registered standards of the Program Sponsor. The apprenticeship standards referred to herein are hereby incorporated in and made a part of this agreement. This agreement may be terminated by mutual consent of the signatory parties, only upon proper notification to the Registration Agency.

Warning: This Apprenticeship Agreement does not constitute an Apprenticeship Certification under 29, CFR, Part 5 for the employment of the Apprentice on financed or assisted construction projects. Current Apprentice Certifications must be obtained from the Registration Agency's Servicing Representative.	Trade: 10	RAPIDS Code: 12	
	O*Net SOC Code: 11	Probationary Period: 14	
	Term: 13	Term Remaining: 16	
	Credit for Previous Experience: 15		
Participating Employer: 8			
Starting Wage: 9			

I, the above named APPRENTICE, with full knowledge of the provisions and my rights thereunder, do hereby expressly waive my rights under 20 USCA S1232g(b) which provides that a student's permission (or the permission of his/her guardian, if the student is under 18 years of age) is necessary before an educational agency or institution may disclose the student's education records to any source outside the school system. Permission to disclose my records (or my child's records) is specifically restricted to the disclosure of grades and attendance records to the Registration Agency for the purpose of evaluating my progress as an apprentice and further administering of the Florida Apprenticeship Program provided for under Chapter 446, Florida Statutes.

17 _____
SIGN IN BLUE INK (Legal Signature of Apprentice)

18 _____
(Street Address)

19 _____
(City) (State) (Zip Code)

20 _____
(If a Minor - Parent or Guardian Signature)

21 _____
SIGN IN BLUE INK (Signature Representing Program Sponsor)

22 _____
(Title)

23 _____
(Mailing Address of Program Sponsor)

24 _____
(City) (State) (Zip Code)

TO BE COMPLETED BY APPRENTICE (Please check or fill in items as appropriate) (* Indicates a REQUIRED FIELD) Remaining Fields are VOLUNTARY

1. Social Security Number (only used for training record identification) 25	* 2. Date of Birth (xx/xx/xx) Month Day Year 26	3. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female 27	4. Ethnic Group (optional) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino 28	5. Race (optional) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White 29
6. Mark Highest Grade of Schooling Completed <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> High School Equivalency <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Unknown <input type="checkbox"/> Post Secondary or Technical Training 30	7. Veteran (optional) <input type="checkbox"/> Veteran <input type="checkbox"/> Non-Veteran 31	8. Career Connection (optional) <input type="checkbox"/> None <input type="checkbox"/> Preapprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/StepUp <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School to Registered Apprenticeship 32		
9. Disability (optional) <input type="checkbox"/> Yes <input type="checkbox"/> No 33				

"Discrimination on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older against a student, employee or applicant in any education program, activity or employment is prohibited. Any information requested related to protected classes is used for state and federal reporting purposes only and will not be used in a discriminatory manner."

THIS AREA FOR DEPARTMENT OF EDUCATION USE ONLY

Registered by: Division of Career and Adult Education - Apprenticeship

34 _____ / **35** _____
(Registration Date) Data entered by: Sponsor Registration Agency Authorized Official, Registration Agency / Date Approved

GUIDE SHEET FOR APPRENTICE AGREEMENT - APPR - 200 (Revised 1/20)

GENERAL NOTES

The sponsor can receive an electronic version of this form from their Servicing ATR (Apprenticeship & Training Representative).

This form must be processed anytime the registered program sponsor selects a qualified applicant, grandfathers in current employees or brings a former apprentice back into the program. This form must be signed in **BLUE** ink by the program and the apprentice. The original signed form must then be sent to the ATR after the apprentices' data has been entered into RAPIDS.

Sections #1 thru #6, #8 thru #16 and #21 thru #24 of the form are to be completed by the Program or the Program's Representative. Please **TYPE** or **LEGIBLY PRINT** if not filled out in your computer.

Sections #17 thru #20 and #25 thru #33 of the form are to be **LEGIBLY** completed by the **APPRENTICE**. Please make sure **ALL NON OPTIONAL (THEY ARE MARKED WITH AN *)** sections have been completed before sending the form to your ATR.

45 CALENDAR DAY RULE

Due to Federal requirements, this form must be processed into the Federal computerized database know as RAPIDS (Registered Apprenticeship Partners Information Data System) and received and approved/registered by the ATR within 45 calendar days of the Date Apprenticeship Began, **WHICH IS THE DATE AT THE TOP OF THE FORM IN ITEM #3** . In order to meet this deadline, the Apprenticeship Agreement should be on its way to the ATR no later than 20 days from the Date Apprenticeship Began. This gives the ATR 25 days to review it and return it for corrections if needed, to check each apprentice against the selection ranking list and enough time to verify or input the data into RAPIDS.

NOTE: If the Apprenticeship Agreement is over 45 calendar days old when received by the ATR, it will be returned to you so that Credit may be given (by the Committee) for the 45 day period. Once returned to the ATR, it will be processed as usual.

NOTICE

**DO NOT MIX PROGRAM TYPES i.e. APPRENTICESHIP or PREAPPRENTICESHIP
THIS FORM IS ONLY FOR APPRENTICES**

FORM PROCESSING

It is highly recommended that the program keep a photocopy of the completed form in your Apprenticeship Files until a processed Program/Committee copy comes back to you from the ATR's office showing the ATR signature and the Date of the Apprentices' Registration.

When submitting an Apprenticeship Agreement Form which gives Credit, be sure to not award more than 50% without also providing the ATR with a letter on the program's letterhead of why the apprentice was awarded more than 50% credit toward completion of the program.

COPIES

The ATR will produce a copy of the processed and registered Apprentice Agreement and send it to the program sponsor/committee for their records and to place in the Apprentice's file. The **Original** will be sent to the Central Office in Tallahassee for maintenance and future archiving.

RAPIDS

(Registered Apprenticeship Partners Information Data System)

If you enter the apprentice information from a completed Apprentice Agreement form into RAPIDS, you do not have to submit an Action Reporting Form along with the Apprentice Agreement.

If you **DO NOT** enter the apprentice information from a completed Apprentice Agreement form into RAPIDS, you **DO HAVE TO** submit an Action Reporting Form along with the Apprentice Agreement.

It is highly recommended that you **ALWAYS** submit an Action Reporting Form no matter which of the previous practices you adopt, since the ATR does not maintain copies of processed Apprentice Agreements.

FORM COMPLETION - by the NUMBERS

1. The Apprentice I.D. Number will be issued by RAPIDS and is to be used on all future individual apprentice correspondence.
2. The Program Number is the number assigned to the program by the Registration Agency. This number is found on the Registration Certificate. Include all characters and place your program registration number in this area from your registered program standards or from RAPIDS.
3. Date of Agreement, as stated no change. This is the date the apprentice is selected or grandfathered into the program and their time as an apprentice officially begins.
4. Program Name on this line. The name must be written exactly as it is on the Registration Certificate including the type of program, i.e.: GNJ, INJ, IJ, IJW, or JAC or JATC, etc.
5. Apprentices' LEGAL name. This is the name that will be used on their Completion Certificate. Example: Jane A. Doe. Do not use nicknames or abbreviated proper names.
6. Name of Parent or Guardian **only if the Apprentice is a minor.**
7. This warning applies to Federally Financed and Assisted Construction Projects only. Apprentice Certifications are only issued to participating employers through the RAPIDS System. If an apprentice is to be on a Federally Financed project, there is a separate form that shall be used to certify the registration of an apprentice, so call your local ATR for guidance.
8. Fill in the name of the Participating Employer the apprentice is working for.
9. Fill in the current wage of the apprentice at the time their apprenticeship began.
10. Indicate the name of the Trade as shown on the Registered Program Standards. **Please don't use electrical for electrician or carpentry for carpenter, etc.**
11. O*Net-SOC (Standard Occupational Classification) Code for the Trade as shown on the Program Standards.
12. RAPIDS Code as shown in the Program Standards. This is the 4 digit number the Federal Apprenticeship Office has assigned the Trade and used in RAPIDS.
13. Term: The Term of Apprenticeship as shown on the Program Standards. Indicate OJT Hours - Months. Example: 8000 Hours - 48 Months.
14. Probationary Period: As specified in your registered Program Standards, usually 6 months or one year.
15. Credit: Indicate amount in OJT hrs - Months format, if any given. If none given indicate -0- or "none". Remember to watch the credit policy.
16. Term Remaining: Indicate the term remaining in OJT hrs - Months format. After credit has been deducted from term.
17. Legal Signature of Apprentice in BLUE ink.
18. Mailing address of the Apprentice.
19. City, State, & Zip Code of Apprentices' mailing address.
20. Parent or Guardian Signature. **ONLY REQUIRED IF THE APPRENTICE IS A MINOR**
21. Original signature of individual with authority to sign AS PER THE APPRENTICESHIP STANDARDS. **IN BLUE INK PLEASE.**
22. Title of individual with authority to sign.
23. Mailing Address of the program.
24. City, State & Zip Code of the mailing address of the program.
25. The apprentices' social security number.
26. The date of birth of the apprentice. (* REQUIRED)
27. Apprentice' sex.
28. Apprentice' ethnicity.
29. Apprentices' race.
30. The highest grade of school completed by the apprentice.
31. Whether or not the apprentice is a veteran.
32. Apprentices' Career Connection
33. Apprentices' Disability Status.
34. **THIS AREA WILL BE COMPLETED BY THE ATR.**
35. **THIS AREA WILL BE COMPLETED BY THE ATR.**