

**Substantial rewording of Rule 6A-23.010 follows. See Florida Administrative Code for present text.**

**6A-23.010 Preapprenticeship Programs.**

(1) Purpose and Scope. The primary objective of the preapprenticeship program is to provide Florida residents with educational and training opportunities to enable them, upon completion of preapprenticeship training, to obtain entrance into a registered apprenticeship program, based upon the selection criteria established by a Registered Apprenticeship Program Sponsor. Pursuant to Sections 446.011 and 446.052, F.S., this rule sets forth the uniform minimum standards for preapprenticeship programs in apprenticeable occupations, including requirements for program registration, operation, deregistration, and reinstatement.

(2) Definitions. In addition to the definitions provided in Rule 6A-23.002, F.A.C., the following definitions are specific to preapprenticeship:

(a) “Certificate of Completion” means the official document issued by the Department to an individual who has successfully completed preapprenticeship training as verified by the Program Sponsor.

(b) “Foundational skills” means basic skills related to an apprenticeable occupation or occupational grouping. Training on foundational skills prepares individuals for the entry into a Registered Apprenticeship Program.

(c) “Occupation” means an apprenticeable occupation approved by the U.S. Department of Labor or the Florida Department of Education (Department) for registered apprenticeship.

(d) “Occupational Grouping” means two or more occupations requiring common foundational skills within the same industry, such as construction, health care, manufacturing, information technology, or automotive.

(e) “Partnering Registered Apprenticeship Program Sponsor” (Partnering RAPS) means a Florida Registered Apprenticeship Program (RAP) that is actively training apprentices in the same occupation or occupational grouping and that agrees to support the registered preapprenticeship program to create career pathways into registered apprenticeship.

(f) “Preapprentice” means any person sixteen (16) years of age or over engaged in any course of instruction in the public school system or elsewhere, which coursework is registered as a preapprenticeship program with the Department and who has signed a Preapprenticeship Agreement.

(g) “Preapprenticeship Agreement” means a written agreement between the preapprentice and the Preapprenticeship Program Sponsor, containing the terms and conditions of training and incorporating the registered program standards as part of the agreement.

(h) “Preapprenticeship Committee” (Committee) means those persons designated by the preapprenticeship sponsor to administer the program which must include at least one representative of each Partnering RAPS. A committee may be either joint or non-joint, as defined in Rule 6A-23.002, F.A.C.

(i) “Preapprenticeship Program” means an organized course of instruction in an apprenticeable occupation or occupational grouping, in the public school system or elsewhere, which is designed to prepare a person sixteen (16) years of age or older to enter a registered apprenticeship program, and which is approved and registered with the Department and sponsored by a Partnering RAPS. Preapprenticeship programs include Related Technical Instruction (RTI) and may include On-the-Job Training (OJT). Preapprenticeship programs fall into one of the following categories:

1. “High school preapprenticeship program” is one occurring in a public high school and includes secondary Career and Technical Education program coursework. Preapprenticeship programs do not qualify for dual enrollment under s. 1007.271, F.S; and

2. “Adult preapprenticeship program” is one designed to serve individuals outside of high school. The program operates outside of the PK-12 school system.

(j) “Preapprenticeship Sponsor” means any committee, a group of employers, an employer, a group of employees, an educational institution, a local workforce board, a community or faith-based organization, an association, or any combination thereof, in whose name the preapprenticeship program is registered or approved and is responsible for the administration and operation of the program to offer preapprenticeship training as approved in the Preapprenticeship Standards.

(k) “Registered Preapprenticeship Standards” means the minimum requirements established for each occupation or occupational grouping under which a preapprenticeship program is administered and includes standards of admission, training goals, training objectives, curriculum outlines, and objective standards to measure successful completion of the preapprenticeship program.

(l) “Participating Employer” means a business entity which:

1. Is actively engaged by and through its own employees in the actual work of the occupation being trained;
2. Employs, hires, and pays the wages of the preapprentice and the journeyworker training the preapprentice;
3. Evaluates the preapprentice; and
4. Is signatory to a Participating Employer Agreement with the Preapprenticeship Program Sponsor registered

with the Department;

(m) “Preapprenticeship Participating Employer Agreement” is an agreement between the participating employer and the Preapprenticeship Program Sponsor where both parties agree to follow the Standards of Preapprenticeship that are approved by the Department for the program; and

(n) “Partnering Sponsorship Memorandum of Understanding (MOU)” is an agreement between a Preapprenticeship Program Sponsor and each Partnering RAPS which states each party’s responsibilities related to preapprenticeship, including provision of training and related services, and outlines the granting of credit for RTI and OJT, if applicable, for students continuing into a registered apprenticeship program with the Partnering RAPS.

(3) Eligibility and Procedure for Program Registration.

(a) The following requirements must be met for a preapprenticeship program to receive initial and continued approval as a registered preapprenticeship program:

1. The preapprenticeship program must conform to the Standards of Preapprenticeship, set forth in subsection (4);
2. The preapprenticeship program must be established in an apprenticeable occupation or occupational grouping, and be designed to prepare individuals for entry into registered apprenticeship programs;
3. The preapprenticeship program must identify as either a high school or adult preapprenticeship program;
4. The preapprenticeship program must ensure that preapprentices are at least sixteen (16) years old by the time of signing the Preapprenticeship Agreement, and must require signature by a parent or guardian for preapprentices under age eighteen (18);
5. The preapprenticeship program must not award credit for prior learning or work experience;
6. The preapprenticeship program must include one or more apprenticeable occupations or occupational groupings that articulate into registered apprenticeship; and
7. Each preapprenticeship program occupation or occupational grouping must be directly sponsored by one (1) or more Partnering RAPS, as evidenced by a partnering sponsorship MOU. A representative from the Partnering RAPS must serve on the preapprenticeship committee.

(b) Procedure for New Preapprenticeship Program Registration.

1. To apply for program registration, prospective Preapprenticeship Program Sponsors must submit completed Standards of Preapprenticeship, a partnering sponsorship MOU for each Partnering RAPS that will be sponsoring

the preapprenticeship program, and if applicable, any Participating Employer Agreements to the Department through the Apprenticeship Training Representative (ATR) for the county in which the program will be located. A list of ATRs can be found at: <https://www.fldoe.org/academics/career-adult-edu/apprenticeship-programs/>.

2. The Department will conduct a review of the documents submitted and will notify the sponsor, through the ATR, within ninety (90) calendar days from the date of receipt whether the application is approved or denied.

3. Preapprenticeship programs that are approved will receive a Certificate of Registration that is valid for five (5) years.

4. If an application has missing or deficient elements, the sponsor will be notified of the deficiency and given ten (10) calendar days to submit supplemental information or documentation to address the deficit(s).

5. A denial notice must identify the reason(s) for the denial and any deficiencies in the application. A program that receives a denial may reapply for registration in accordance with this subsection.

(c) Procedure for Existing Registered Preapprenticeship Programs. Preapprenticeship programs registered with the Department prior to the effective date of this rule will be notified of the date by which the program must demonstrate compliance with the requirements in this rule. Program Sponsors will be provided at least ninety (90) calendar days notice prior to their submission deadline. On or before the due date, registered programs must submit updated Standards of Preapprenticeship, a partnering sponsorship MOU for each Partnering RAPS that is sponsoring the preapprenticeship program, and if applicable, any Participating Employer Agreements. These submissions will be reviewed in accordance with paragraph (3)(b).

(d) Renewal of Registered Preapprenticeship Programs. Program registrations must be renewed at least every five (5) years. Program Sponsors must apply for renewal to the Department by submitting updated Standards of Preapprenticeship, partnering sponsorship MOUs for each Partnering RAPS, and if applicable, any Participating Employer Agreements to the appropriate ATR at least ninety (90) calendar days prior to the end of the current term of program registration. Applications for renewal will be reviewed in accordance with paragraph (3)(b). If approved, the Department will issue a new certificate of registration for the next five (5) years.

(4) Standards of Preapprenticeship. To be eligible for approval and registration by the Department, all preapprenticeship programs standards must include the following:

(a) The program must have an organized, written plan embodying the terms and conditions of training, including employment and supervision when on-the-job training is incorporated;

(b) Each registered preapprentice, and the parent or guardian in the case of a minor, must have the right to obtain and review a copy of the registered program standards at any time, including during signing of the Preapprenticeship Agreement;

(c) Instruction for the preapprentice in safety and health related work practices, including an assurance that the preapprentice will be trained in facilities and other environments which comply with the Occupational Safety and Health Act;

(d) Assurances of compliance with 29 C.F.R. Part 570, Subpart C, and Rules 61L-2.003, F.A.C., 61L-2.004, F.A.C., and 61L-2.005, F.A.C.

(e) The composition and duties of the preapprenticeship committee and frequency of meetings. The committee must include at least one representative of each Partnering RAPS;

(f) A term of preapprenticeship established by the committee and designed to prepare the preapprentice for entry or transition into a registered apprenticeship training program. A minimum of 144 hours of related technical instruction is required, plus any OJT hours, if applicable. The term of preapprenticeship shall be presented in hours of related technical instruction, plus OJT hours, if applicable;

(g) Organized RTI in technical subjects related to the occupation or occupational grouping. The standards must include the name and address of school or location where the training will occur;

(h) The location of program records if records are not maintained on the respective school campus and a statement that records related to OJT and RTI are available for review by the Department upon request;

(i) Maintenance of preapprenticeship records in accordance with subsection (9) of this rule;

(j) The required minimum qualifications for individuals entering into the preapprenticeship program;

(k) A plan for resolving differences between the preapprentice and Program Sponsor;

(l) Reasons why a Preapprenticeship Agreement may be terminated, including for cause;

(m) At least five (5) business days notice to the preapprentice of any adverse action and cause therefore, with stated opportunity to the preapprentice for corrective action during such period;

(n) Responsibility to engage in Equal Employment Opportunity to include:

1. Procedures for dissemination of program openings and opportunities; and,

2. A selection process that does not discriminate against any individual on the grounds of race, color, religion, sex, national origin, or age;

(o) The placement of a preapprentice under a Preapprenticeship Agreement with the Sponsor;

(p) Provision for registration, cancellation and deregistration of the program; and the requirement of submission of any amendment or modification of program standards to the Department through the appropriate ATR;

(q) Provision for notifying the Department of all actions (registrations, cancellations and completions) regarding registered preapprentices within forty-five (45) days;

(r) Provision for requesting issuance of a preapprenticeship completion certificate from the Department;

(s) Assurance that a certificate of completion will only be issued to preapprentices that complete all components outlined in the Standards of Preapprenticeship; and

(t) If OJT is incorporated into a preapprenticeship program, the standards must include:

1. An outline of work processes in which the preapprentice will receive supervised work experience and on-the-job training and allocation of the approximate time to be spent in each process. OJT for preapprenticeship must be time based.

2. A wage rate must be included that is not less than the minimum wage prescribed for in the Fair Labor Standards Act or by s. 448.110, F.S., whichever is greater.

3. Preapprentice to journeyworker ratios for preapprenticeship programs must be outlined and conform with the ratios outlined in the Partnering RAPS standards. Assurance of qualified journeyworkers and personnel to train the preapprentices. Apprentices cannot serve as journeyworkers to preapprentices. The combination of apprentices and preapprentices trained by journeyworkers must not exceed the ratio of supervision apprentice(s) to journeyworker(s) as approved on the Standards of Apprenticeship for the Partnering RAPS.

4. List of participating employers. If the program has multiple employers, a preapprenticeship participating employer's agreement form must be provided for each employer.

(5) Amendments to the Standards of Preapprenticeship. The Standards of Preapprenticeship may be amended or modified by the Preapprenticeship Committee or Sponsor, with the approval of the Department. Any such amendments must be submitted to the Department for approval through the appropriate ATR.

(a) The Department will notify the sponsor, through the ATR, within ninety (90) calendar days from the date of receipt whether the amended standards are approved.

(b) If the amended standards are not approved, the denial notice must identify the reason(s) for the denial and any deficiencies. The Sponsor or Committee may resubmit its proposed amended standards to the Department in

accordance with this subsection.

(c) Upon approval, all preapprentices must be provided a copy of the amended Standards of Preapprenticeship.

(6) Preapprenticeship Agreement. Preapprentices will be individually registered in one (1) occupation or occupational grouping with an agreement which shall be registered with the Department. Each preapprentice must sign a Preapprenticeship Agreement between the preapprentice and the Program Sponsor. A parent or guardian must also sign the agreement if the preapprentice is a minor. The Standards of Preapprenticeship are incorporated into the Preapprenticeship Agreement and must be provided to the preapprentice prior to signing the agreement.

(7) Deregistration of Registered Preapprenticeship Programs. Deregistration of a program may occur upon the request of the sponsor or upon notice by the Department to the sponsor stating cause:

(a) Cancellation by request of the sponsor. The sponsor must request cancellation of its registered program in writing by submitting such request to the Department through the appropriate ATR. Upon receipt, the Department will cancel the registration of a preapprenticeship program by a written acknowledgement to the sponsor stating that:

1. The registration is cancelled at sponsor's request and giving the effective date of such cancellation; and,
2. That, within fifteen (15) days of the date of the acknowledgment, the sponsor must notify all preapprentices of such cancellation and the effective date; that such cancellation automatically deprives the preapprentice of his or her individual registration.

(b) Deregistration by the Department. The Department will initiate deregistration proceedings in accordance with Rule 6A-23.006, F.A.C., for a preapprenticeship program, occupation or occupational grouping when the preapprenticeship program:

1. Is not conducted, operated, or administered in accordance with the registered standards or the requirements of Chapter 6A-23, F.A.C.;
2. Fails to begin actively training preapprentices within one (1) year of registration;
3. Is inactive, meaning it failed to train preapprentices for twelve (12) consecutive months;
4. Fails to articulate any preapprentices into a registered apprenticeship program within one (1) year of completion;
5. Fails to secure a new Partnering RAPS, and notify the Department of such change, within thirty (30) days of the cancellation of an existing Partnering RAPS; or
6. Fails to report preapprentice actions (registrations, cancellations and completions) to the Department within

forty-five (45) days over the program year.

(8) Program Completers.

(a) The Partnering Sponsorship MOU must state that the Partnering RAPS will give primary consideration for admission to completers of the preapprenticeship program.

(b) The preapprenticeship completers who enter a registered apprenticeship program must be exempt from repeating any related course of instruction, and if OJT is included in the preapprenticeship program, credit for OJT hours shall be awarded according to the partnering sponsor MOU.

(c) Preapprentices who are accepted into the Partnering RAPS prior to completing RTI and OJT outlined in the Standards of Preapprenticeship must be reported as completers.

(9) Maintenance of preapprenticeship records. All preapprenticeship program records pertaining to the administration, selection, training, and employment of preapprentices (test scores, attendance records, transcripts, progress evaluations, etc.) are the sole maintenance responsibility of the Preapprenticeship Program Sponsor. Preapprenticeship records must be maintained according to the schedule below and must be made available to the Department upon request.

(a) Preapprentice records must be maintained for at least two (2) years following the preapprentice's date of departure from or completion of the program. Records that must be maintained include records relating to the administration, selection, training, and employment of preapprentices (test scores, attendance records, transcripts, and progress evaluations), signed Preapprenticeship Agreements, evidence of minimum qualifications met, RTI attendance records and, if applicable, OJT records.

(b) Program records must be maintained for at least two (2) years. Records that must be maintained include Partnering Sponsorship MOUs, Participating Employer Agreements, Committee meeting minutes, and documentation of efforts to connect preapprentices with registered apprenticeship programs.

(c) Maintenance of and access to education records must be in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and its implementing regulations (34 C.F.R. Part 99), and related state privacy laws, including Sections 1002.22, 1002.221, 1002.222, and 1002.225, F.S., and Rule 6A-1.0955, F.A.C.

(10) Required reporting. Preapprenticeship Program Sponsors must report data on preapprentice registration, cancellation, and completion to the Department within forty-five (45) days of such actions occurring, and must

report data that is needed for the Department to calculate retention rates, completion rates, and wage progression metrics pursuant to Subsection 6A-23.011(3), F.A.C. The Department will provide reporting instructions at least twice a year. Local education agency (LEA) partners must also report enrollment and completion data to state data reporting systems.

(11) The following documents are hereby incorporated by reference and made a part of this rule. Copies may be obtained from the Florida Department of Education, 325 West Gaines Street, Tallahassee, FL 32399-0400, or at the websites listed below.

(a) Partnering Sponsorship Memorandum of Understanding (MOU)

(<http://flrules.org/Gateway/reference.asp?No=Ref-19107>), effective March 2026.

(b) Registered Preapprenticeship Standards Template (<http://flrules.org/Gateway/reference.asp?No=Ref-19108>), effective March 2026.

(c) Preapprenticeship Agreement Form APPR-401 (<http://flrules.org/Gateway/reference.asp?No=Ref-19109>), effective March 2026.

(d) Preapprenticeship Participating Employer Agreement Form APPR-303

(<http://flrules.org/Gateway/reference.asp?No=Ref-19110>), effective March 2026.

(e) 29 C.F.R. Part 570, Subpart C, (<http://flrules.org/Gateway/reference.asp?No=Ref-19111>), effective July 19, 2010.

(f) Rule 61L-2.003, F.A.C., (<http://flrules.org/Gateway/reference.asp?No=Ref-19112>), effective June 12, 2016.

(g) Rule 61L-2.004, F.A.C., (<http://flrules.org/Gateway/reference.asp?No=Ref-19113>), effective October 7, 1993.

(h) Rule 61L-2.005, F.A.C., (<http://flrules.org/Gateway/reference.asp?No=Ref-19114>), effective February 18, 2025.

*Rulemaking Authority 446.032, 446.041(12) FS. Law Implemented 446.052 FS. History--New 6-9-81, Formerly 38C-16.10, Amended 8-18-94, 4-8-96, Formerly 38C-16.010, Amended 1-25-98, 3-15-98, 4-27-98, Formerly 38H-16.010, Amended 3-29-11,*