



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 #: FL 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

Apprenticeship Sponsor and 5 _____ (Local Program Sponsor's Registered Apprenticeship Standards) hereinafter referred to as the

APPRENTICE, and (if a minor) 6 _____ (Full Legal Name of Apprentice) hereinafter referred to as his/her GUARDIAN.
(Parent or Guardian)

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 Apprentice Certification under Title 29, CFR, Part 5 for the employment of the Apprentice on Federally financed or assisted construction projects. Apprentice Certifications must be obtained from the Registration Agency's Servicing Representative.	Trade: <u>10</u>		
	SOC Code: <u>11</u>	RAPIDS Code: <u>12</u>	
	Term: <u>13</u>	Probationary Period: <u>14</u>	
	Credit for Previous Experience: <u>15</u>	Term Remaining: <u>16</u>	
Participating Employer: <u>8</u>			
Starting Wage: <u>9</u>			

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, F.S. Statutes.

<u>17</u> _____ (Legal Signature of Apprentice)	<u>21</u> _____ (Signature Representing Program Sponsor)
<u>18</u> _____ (Street Address)	<u>22</u> _____ (Title)
<u>19</u> _____ (State) (Zip Code)	<u>23</u> _____ (Mailing Address of Program Sponsor)
<u>20</u> _____ (If a Minor - Parent or Guardian Signature)	<u>24</u> _____ (City) (State) (Zip Code)

TO BE COMPLETED BY APPRENTICE (Please check or fill in items as appropriate)

1. Social Security Number [only used for training record identification] <u>25</u>	2. Date of Birth Month <u>26</u> Day _____ Year _____	3. Sex <u>27</u> Male 2. [] Female	4. Race 1. [] White 2. [] Black / African American 3. <u>28</u> American Indian or Alaskan Native 4. [] Asian 5. [] Native Hawaiian/other Pacific Islander
5. Mark Highest Grade of Schooling Completed GRADE SCHOOL 1 [] 2 [] 3 [] 4 [] 5 [] 6 [] 7 [] 8 [] HIGH SCHOOL 9 [] 10 [] 11 [] 12 [] GED [] COLLEGE 13 [] 14 [] 15 [] 16 [] 17 [] 18 []	6. Veteran 1. [] Yes <u>30</u> No	7. Military - Dates of Entry <u>31</u> Release _____	8. VA Claim Number <u>32</u> 9. Ethnic Group 1. [] Hispanic or Latino 2. [] Not <u>33</u> Latino

THIS AREA FOR DEPARTMENT OF EDUCATION USE ONLY

Registered by: Division of Career and Adult Education - Apprenticeship

34 _____ (Registration Date)

35 _____ Authorized Official, Registration Agency

Data entered by: Sponsor Registration Agency

ATTN: Program Sponsor, submit original form, signed in blue ink, to Field Office Representative
DCAE Form APPR-200 (Revised 9/09)

GUIDE SHEET FOR APPRENTICE AGREEMENT (DCAE Form APPR - 200)

GENERAL NOTES

An On line version of this form can be acquired at the Registration Agency's website at the following address: <http://www.fldoe.org/workforce/apprenticeship/forms.asp> or the sponsor can receive an electronic version 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 and the original must be sent to the ATR.

Sections #1 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** 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 Indenture Date, **WHICH IS THE DATE AT THE TOP OF THE FORM IN ITEM #3**. In order to meet this deadline, the Indenture paperwork should be on its way to the ATR no later than 20 days from the Indenture date. 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 Indenture is over 45 calendar days old when received by the ATR, it will be returned to you so that a new agreement can be prepared and Credit 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 - PREAPPRENTICESHIP - TRAINEE
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 Agreement Form which Indentures and 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 placement in the Apprentice's file. The Original will be sent to the Central Office 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.

GUIDE SHEET FOR APPRENTICE AGREEMENT (DCAE Form APPR - 200)

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. Place your program registration number in this area from your registered program standards.
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 by your local ATR for your registered apprenticeship program and participating employers. 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 of indenture.
10. Indicate the name of the Trade as shown on the Program Standards. Please don't use electrical for electrician or carpentry for carpenter, etc.
11. SOC (Standard Occupational Classification) Code for the Trade as shown on the Program Standards.
12. RAPIDS Code as shown on newer 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 approved 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.
27. Apprentice sexual orientation.
28. Apprentice race.
29. The highest grade of school completed by the apprentice.
30. Whether or not the apprentice is a veteran.
31. If the apprentice is a veteran - their dates of entry & release.
32. If the apprentice is a veteran - their VA Claim Number.
33. Apprentices Hispanic & Latino Ethnic Status.
34. **THIS AREA WILL BE COMPLETED BY THE ATR.**
35. **THIS AREA WILL BE COMPLETED BY THE ATR.**