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## **MEMORANDUM**

**TO:** Registered Apprenticeship Program Sponsors

**FROM:** Kevin O'Farrell, Ph.D.

**DATE:** May 7, 2024

### **SUBJECT: Test of Adult Basic Education (TABE) in Registered Apprenticeship**

This memorandum serves to remind sponsors of the purpose of TABE and provide policy on the use of the TABE in registered apprenticeship programs. The TABE is an academic assessment used in adult basic education to assess the skills and knowledge of adult learners. While TABE test data can be used to inform career paths and goals, it is not a job-related assessment.

Per Title 29 Code of Federal Regulations (CFR) 30.10, *Selection of Apprentices*, a sponsor's procedures for selection of apprentices must be included in the Standards of Apprenticeship approved by the Registration Agency. Sponsors may use any method or combination of methods for the selection of apprentices, provided the requirements of 30 CFR 30.10(b) are met. This includes the requirement for tests or other selection criteria to be **“job-related for the position in question”** and “consistent with business necessity” when used to screen applicants.

In the ‘Minimum Qualifications’ section of the program standards, the TABE cannot be used as the sole criteria for selection or rejection of an individual apprentice. However, the screening committee or sponsor can require, as part of the qualifications, an applicant take the test on a one-time basis, but the results cannot determine the selection or rejection of an individual. In the ‘Selection’ section of the program standards, rating points cannot be given for the TABE.

In the ‘Related Instruction’ section of the apprenticeship standards, any test(s) required must be industry and/or job related. Successful completion of all program-related instruction including demonstration of required basic skills levels should be the determining factor for certification in an apprenticeship program.

The TABE or other state-approved assessments measuring basic skills may not be used as a minimum qualification for entry into a registered apprenticeship program.

For more information, please contact Kathryn Wheeler, Director of Apprenticeship, at 850-245-9038 or [Kathryn.Wheeler@fldoe.org](mailto:Kathryn.Wheeler@fldoe.org).

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