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MEMORANDUM

TO: Apprenticeship Program Sponsors

FROM: Kevin O'Farrell, Ph.D.

DATE: November 19, 2024

SUBJECT: Granting Credit to Apprentices

The purpose of this memorandum is to outline the policy on granting credit to apprentices entering registered programs as defined in Chapter 6A-23, Florida Administrative Code (F.A.C.), Chapter 446, Florida Statutes (F.S.), and Title 29 CFR 29.

Title 29 CFR, Part 29.5 (b)(12) sets the federal criteria for standards of apprenticeship for granting credit to registered program participants for previous work experience and/or training. This is also codified in Rule 6A-23.004(2)(l), F.A.C., which requires the following:

“The granting of advanced standing or credit for demonstrated competency, acquired experience, training, or skills for all applicants equally, with commensurate wages for any progression step.”

Program sponsors have the authority to establish procedures for granting credit to participants for previous work experience and/or training. Such credit must be stated on participants' agreements. Participants who receive credit for previous work experience and/or training shall be paid, upon entrance, the wage rate of the period to which such credit advances them.

To ensure consistency among program sponsors in awarding such credit, those program procedures must include the following basic requirements:

- No more than fifty percent of the program duration can be awarded to an apprentice, i.e., number of hours credited for prior work experience and/or training, unless the apprentice is transferring from another registered apprenticeship program in a related occupation;
- All credit granted of more than 1,000 hours of on-the-job training will require an evaluation method which, at a minimum, shall incorporate consideration of time worked in the specific occupation or related occupation and consideration of wages earned by the incoming participants;

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- Program sponsors must maintain documentation as to how credit was granted to apprentices for a period of five years. Documentation must be made available to the registration agency upon request;
- Apprentices who receive credit toward the completion of a program must enter related instruction at a level commensurate with the amount of credit awarded. Before apprentices who were awarded credit for prior work experience and/or training can receive completion certificates from the state of Florida, they shall be required to demonstrate mastery of the same instructional material as those who have completed the entire training program; and
- All program sponsors who awarded credit to apprentices must develop and include procedures for meeting the standards of that program and have these available for review.

Exceptions to the above policy may be granted when requested by a program sponsor and a determination is made by the registration agency that such an exception does not undermine the quality of training and favors the welfare of the apprentice.

The department is pursuing inclusion of this policy in future rule development.

For questions, please contact Kathryn Wheeler, Director of Apprenticeship, at Apprenticeship@fldoe.org or 850-245-0454.

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