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MEMORANDUM

TO: Apprenticeship Program Sponsors

FROM: Kevin O'Farrell, Ph.D.

DATE: November 19, 2024

SUBJECT: Maintenance of Apprenticeship Records

The purpose of this memorandum is to outline the policy for the maintenance of records for apprenticeship programs registered with the Florida Department of Education, Office of Apprenticeship, as defined in Chapter 6A-23.004, Florida Administrative Code (F.A.C.), Registered Apprenticeship Program Sponsors Operating Apprenticeship Programs.

Program sponsors are responsible for maintaining, at a minimum, the following records:

1. Summary of the qualifications of each applicant;
2. Basis for evaluation and for selection or rejection of each applicant, including applications, tests and test results; records pertaining to interviews;
3. The invitation to self-identify as an individual with a disability;
4. Records of each apprentice's On-the-Job Training (OJT);
5. Related instruction reviews and evaluations;
6. Progress evaluations;
7. Record of job assignments, including job assignments in components of the occupation;
8. Records pertaining to the promotion, demotion, transfer, layoff, termination, rates of pay, other forms of compensation, conditions of work, hours of work, hours of training provided and any personnel records relevant to equal employment opportunity (EEO) complaints filed with the Office of Apprenticeship or with other enforcement agencies.

The sponsor must maintain all records related to compliance with EEO standards required by 29 CFR § 30.3. Program sponsors must also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor's outreach, recruitment, interview and selection process. Sponsors must also retain records related to reasonable accommodations.

Kevin O'Farrell, Ph.D.
Chancellor of Career and Adult Education

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All records retained pursuant to 29 CFR § 30 must clearly identify the race, sex, ethnicity (Hispanic or Latino/non-Hispanic or Latino), and when known, disability status of each apprentice, and where possible, the race, sex, ethnicity and disability status of each applicant for apprenticeship.

Each sponsor required under 29 CFR § 30.4 to develop and maintain an affirmative action program must retain both the written affirmative action plan and documentation of its component elements set forth in 29 CFR §§ 30.5, 30.6, 30.7, 30.8, 30.9, and 30.11. All such records are the property of the sponsor and must be maintained for a period of five (5) years from the date of the making of the record or the personnel action involved, whichever occurs later. Records must be made available to the Office of Apprenticeship upon request in such form as the Office may determine is necessary to ascertain whether the sponsor has complied or is complying with its obligations.

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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