

# **STANDARDS OF APPRENTICESHIP**

**FOR**

**Program Sponsor**

**Miami Dade College Apprenticeship Program - GNJ**

**VA Approval Requested: Yes**  
**Vocational Education Linkage: Yes**

**REGISTERED BY**

**FLORIDA DEPARTMENT OF EDUCATION  
DIVISION OF CAREER AND ADULT EDUCATION –  
APPRENTICESHIP**

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## DEFINITIONS

1. Gender Reference - all references in these standards to the male gender are used for convenience only and shall be construed to include both male and female.
2. Apprentice - means a person at least 16 years of age who is engaged in learning a recognized skilled trade through actual work experience under the supervision of journeyworkers, which training should be combined with properly-coordinated studies of related technical and supplementary subjects, and who has entered into a written agreement, hereafter called an apprentice agreement, with a registered apprenticeship sponsor who may be either an employer, an association of employers, or a local joint Apprenticeship Committee. **6A-23.002(1) FAC**
3. Apprenticeship Agreement - means a written agreement between an Apprentice and either his participating employer or an Apprenticeship Committee acting as agent for participating employer(s), which contains the terms and conditions of the employment and training of the Apprentice. **6A-23.002(2) FAC**
4. Apprenticeship Committee - means those persons designated by the sponsor to administer the program. **6A-23.002(14) FAC**
5. Apprenticeship Representative - is an individual representative of the Florida Department of Education, properly authorized to act on behalf of the Department in matters concerning apprenticeship, preapprenticeship, and on-the-job training. **6A-23.002 (4) FAC**
6. Apprenticeship Standards - means the minimum requirements established uniformly for each craft under which an apprenticeship program is administered and includes standards of admission, training goals, training objectives, curriculum outlines, and objective standards to measure successful completion of the apprenticeship program and shall mean this entire document, including these definitions. **6A-23.002 (5) FAC**
7. Journeyworker - means a person working in an apprenticeable occupation who has successfully completed a registered apprenticeship program or who has worked the number of years required by established industry practices for the particular trade or occupation. Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training. As defined in Chapter 6A-23, F.A.C., journeyworker applies to ratios, wage surveys and qualified apprenticeship trainers. The term “journeyworker” is synonymous with “journeyman” as defined in Section 446.021(4), F.S. **6A-23.002 (12) FAC**
8. Jurisdiction - means the specific geographical area for which a particular program is registered. **446.021(11) FS**
9. On-the-Job-Training - (OJT) - means supervised trade-specific employment. OJT becomes a monitoring responsibility of the sponsor. OJT training providers must be participating employers. **6A-23.002 (15)**
10. Participating Employer – means a business entity which: (a) is actively engaged by and through its own employees in the actual work of the occupation being apprenticed; (b) employs, hires and pays the wages of the Apprentice and the journeyworker serving as qualified training personnel training the Apprentice; (c) evaluates the Apprentice, and (d) is signatory party to a collective bargaining agreement or signatory to a participating employer agreement with the program sponsor which will be registered with the Registration Agency in the Department. **6A-23.002(16) FAC**
11. Registration Agency - the term “Department” and “Registration Agency” are synonymous and shall mean the, Division of Career and Adult Education - Apprenticeship, Florida Department of Education. **6A-23.002(3) and 6A-23.004(2) (p) FAC**

12. Sponsor - means any person, association, committee, or organization operating an apprenticeship program and in whose name or title the program is or is to be registered, irrespective of whether such entity is an employer. **6A-23.002(21) FAC**

### **CONFORMANCE WITH STATE AND FEDERAL LAWS**

No section of these standards shall be construed to permit violation of any law or regulation of the State of Florida or the United States. This program shall adhere to all local, state and federal laws pertaining to apprenticeship, which include but may not be limited to - **Chapter 446, Florida Statutes; Chapter 6A-23, Florida Administrative Code; Title 29 Code of Federal Regulations, Part 29; and Title 29 Code of Federal Regulations, Part 30.**

These Apprenticeship Program Standards will be conducted, operated and administered in conformity with all applicable provisions of State and Federal Laws.

### **REGISTRATION OF APPRENTICESHIP PROGRAM**

These standards shall be submitted to the appropriate Apprenticeship Representative to be reviewed and forwarded to the Registration Agency for approval and registration. Upon approval by the Registration Agency, the Apprenticeship Program shall be issued a Certificate of Registration, which shall remain effect; subject to the Apprenticeship Committee's and Sponsor's adherence to the conditions of these apprenticeship program standards. Prospective Apprentices will be given the opportunity to read these standards before they sign the Apprenticeship Agreement.

The apprenticeship program may register one or more occupations simultaneously or individually with the provision that the Sponsor shall, within one (1) year of registration, be actively training apprentices on the job in each occupation for which registration is granted. Each occupation for which a Sponsor holds registration shall be subject to cancellation if no active training of apprentices has occurred within one (1) year. **6A-23.003 FAC**

#### **Section I COMPOSITION OF THE APPRENTICESHIP COMMITTEE**

It is highly recommended that the Apprenticeship Committee be comprised of representatives from the Participating Employers. The Apprenticeship Committee shall include a Chairman and a Secretary. The Apprenticeship Committee shall meet on a regular basis, as-often as necessary, in order to properly oversee the apprenticeship program.

#### **Section II DUTIES OF THE APPRENTICESHIP COMMITTEE**

- 1) Assist in the screening and selection of applicants for apprenticeship. (where applicable)
- 2) Maintain all records for a period of at least five (5) years.
- 3) Assist in determining credit to be granted (if any) to applicants for previous work experience or education, according to policy stated in this document.
- 4) Enter into apprenticeship agreements between the Apprentice and the Apprenticeship Committee as Sponsor and to submit these agreements to the Apprenticeship Representative of the Registration Agency for registration.
- 5) Maintain a record of each apprentice's training progress on-the-job and in related technical instruction.

- 6) Review regular progress reports for apprentices and recommend such actions as appropriate.
- 7) Arrange assessments for determining the apprentice's progress in manipulative skills and technical knowledge, where appropriate.
- 8) Notify the Registration Agency of any other apprentice actions including registrations, reinstatements, cancellations, and repeat periods.
- 9) Notify the Registration Agency when apprentices have satisfactorily completed their apprenticeship and to request the issuance of a Certificate of Completion.
- 10) Provide for continuous employment of apprentices insofar as possible.
- 11) Secure Participating Employer agreements from designated employers and notify the Registration Agency by copy.
- 12) Hear and adjust complaints of violations, and make rulings as deemed necessary.
- 13) Recommend such changes in the program as are deemed necessary to improve effectiveness and efficiency.
- 14) Notify the Registration Agency's Apprenticeship Representative of all Apprenticeship Committee meetings and make available, upon request, the official minutes of such meetings.
- 15) Provide apprenticeship records for review, upon request of the Apprenticeship Representative.
- 16) In general, be responsible for the successful operation of the program and the welfare of the apprentices by performing the duties listed herein.

**Section III     RESPONSIBILITIES OF THE APPRENTICE**

- 1) Work faithfully and diligently at the occupation.
- 2) Protect the property of the Participating Employer.
- 3) Respect and comply with all rules, regulations and policies of the Participating Employer affecting their employment.
- 4) Keep accurate records of work experience; successfully complete all related technical instruction lessons, assignments, and assessments as required; and submit properly completed records in a timely manner upon request.

**Section IV     SUPERVISION OF APPRENTICES AND HOURS OF WORK**

Apprentices, when engaged in on-the-job training, shall be under the direct supervision of a journeyworker.

The hours of work for apprentices shall be the same as those for journeyworkers in the occupation covered by these standards and in conformity with State and Federal Laws. In assigning work to apprentices, however, due consideration shall be given to the variety of operations necessary to develop their occupational skills.

Overtime may not interfere or hinder with the apprentice's attendance in related technical instruction.

**6A-23.004(1) FAC**

**Section V     WORK PROCESS AND RELATED TECHNICAL INSTRUCTION**

The Participating Employer agrees to provide the Apprentice adequately supervised instruction and work experience of which a record will be kept and periodically evaluated, in accordance with the work process outline.

**6A-23.004(2)(c) FAC**

Apprentices employed under these standards shall be required to complete a minimum amount of set hours each year of supplemental instruction in technical subjects related to the occupation.

In case of failure, without due cause, on the part of the Apprentice(s) to fulfill their obligations as to related technical instruction attendance and conduct, the Apprenticeship Committee, Participating Employer, or Sponsor (where applicable) shall take necessary corrective action.

All related technical instruction outlined for the occupation(s) will be outlined as part of these standards.

**6A-23.004(2)(d) FAC**

**Please see the Employer/Occupation Appendix for Work Process and Related Technical Instruction.**

## **Section VI     TERM OF APPRENTICESHIP**

The term of the apprenticeship may include a (time-based, hybrid, or competency-based) On-the-Job training/learning model, supplemented by the required hours of related technical instruction as stated on the Work Process Schedule and Related Technical Instruction Outline in the Employer/Occupation Appendix.

The Participating Employer or Sponsor may utilize, but not required, a career lattice as a pathway for apprentices to move upward in the organization, which may or may not include interim credential leading to a Certificate of Completion of Apprenticeship. The career lattice requirements, if applicable, will be outlined in the Employer/Occupation Appendix.

The term of apprenticeship shall also include an approximate estimated length of the apprenticeship in hours and months (including the probationary period). **6A-23.004(2) (b) FAC**

**Please see the Employer/Occupation Appendix for the Term of Apprenticeship.**

## **Section VII     APPRENTICE WAGE SCHEDULE**

No Apprentice shall be paid an hourly wage less than the wage rate identified during each period of apprenticeship in which the Apprentice is serving. Wage rates are required to be expressed in percent of Journeyworker's wage, and may not be less than 35% of the Journeyworker's rate during the first period or less than 75% in the last period. In no event shall the Apprentice wage rate be less than the minimum wage prescribed by Federal or State Law.

A wage survey of all active and/or current Participating Employers within the same occupation will be completed to arrive at the established journeyworker hourly rate. The journeyworker hourly wage rate shall be reviewed annually and amended when determined appropriate. **6A-23.004(2)(e) FAC**

**Please see the Employer/Occupation Appendix for the Apprentice Wage Schedule**

## **Section VIII     APPRENTICE RECORDS**

All records of the Apprentice's on-the-job work experience and related technical instruction (including test scores, attendance records, transcripts, etc.) shall be kept and maintained by the Apprenticeship Committee or Sponsor where appropriate. This information shall be furnished by the Participating Employer apprenticeship training supervisor or representative.

All Apprentice records must be presented for review when requested by the Registration Agency or the appropriate Apprenticeship Representative. **6A-23.004(2)(f) FAC**

## **Section IX      RATIO OF APPRENTICES**

The Sponsor or Participating Employer shall establish a numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship. The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or plant. The ratio of apprentices to journeyworkers is contingent on whether the occupation is in a construction or non-construction related industry. **6A-23.004(2)(g) FAC**

**Please see the Employer/Occupation Appendix for the Ratio of Apprentices.**

## **Section X      PROBATIONARY PERIOD**

Apprentices employed under these standards shall be subject to a probationary period which cannot exceed twenty-five percent of the length of the program or one (1) year, whichever is shorter. During the probationary period, the Apprenticeship Agreement may be terminated by either party of the agreement upon written notice to the Registration Agency or appropriate Apprenticeship Representative without stated cause. The probationary period must be reasonable in relation to the full apprenticeship term; with full credit for such period applied toward completion of apprenticeship. **6A-23.004(2)(h, s) FAC**

## **Section XI      SAFETY**

All apprentices will receive instruction in safe and healthful work practices both on the job and in related technical instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards. **6A-23.004(i) FAC**

## **Section XII      QUALIFICATIONS AND SELECTION PROCEDURES**

Applicants for apprenticeship shall meet minimum qualifications. These qualification standards, and the score required on any standard for admission must be directly related to job performance, as shown by a statistical relationship between the score required for admission and performance in the apprenticeship program.

The Apprenticeship Committee, Participating Employer, or Sponsor (whichever is appropriate) shall implement a selection process for applicants that includes a procedure that does not discriminate against any individual on the grounds of race, color, religion, national origin, sex, or age. Veterans and Florida Registered Preapprenticeship graduates will receive equal consideration in the selection process. Selection records must be kept for at least five (5) years. The Apprenticeship Committee, Participating Employer, or Sponsor (whichever is appropriate) may reinstate apprentices previously registered within (2) years of their date of cancellation, without requiring the individuals to make application, meet minimum qualifications, and advance through the selection process. The Apprenticeship Committee, Participating Employer, or Sponsor (whichever is appropriate) should include the process to be used for reinstatement.

**Please see the Employer/Occupation Appendix for the Qualifications and Selection Procedures.**

**Section XIII APPRENTICESHIP AGREEMENT**

The Apprentice and the Apprenticeship Committee or Sponsor shall sign an Apprenticeship Agreement which shall set forth the terms and conditions of employment, indicate what credit is to be granted for previous experience, if any, and shall meet the requirements of and be registered with the Registration Agency.

Every Apprenticeship Agreement entered into shall contain a clause making the terms and conditions of these standards a part of the Apprenticeship Agreement. **6A-23.004(2)(k) FAC**

**Section XIV CREDIT FOR PREVIOUS EXPERIENCE**

The Apprenticeship Committee, Participating Employer, or Sponsor may grant credit toward the term of apprenticeship to new Apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in the occupation and in these standards. Such credit is to be stated on the Apprenticeship Agreement.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the Participating Employer or sponsor must submit the request at the time of application and furnish such records, affidavits, and other verifiable documentation to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214. The request for credit will be evaluated and a determination made by the Participating Employer or Sponsor. Credit awarded will be determined after review of the Apprentice's previous work and training/education record and evaluation of the Apprentice's performance and demonstrated skill and knowledge. The decision to award, not award, or how much credit to award is final and at the sole discretion of the Apprenticeship Committee, Participating Employer, or Sponsor.

Apprentice applicants requesting credit for previous experience who are selected into the apprenticeship program will be advanced to the wage rate designated for the period to which such credit accrues.

The granting of advanced standing will be uniformly applied to all apprentices. However, to ensure consistency among Participating Employers and Sponsors in awarding credit, the Registration Agency recommends that credit awarding procedures include the following basic requirements:

- A. No more than fifty percent of the apprenticeship program duration can be awarded to an Apprentice, i.e., number of months credited to an Apprentice for prior work and/or training experience, unless the Apprentice is transferring from another registered apprenticeship program in a related occupation.
- B. All credit granted of more than 1000 hours of on the job training will require an evaluation method which, at a minimum, shall incorporate the following:
  - 1. Consideration of time worked in the specific occupation, or in a related occupation; and
  - 2. Consideration of wages earned by the incoming Apprentice.
- C. Individuals who receive credit toward the completion of an apprenticeship program must enter a related technical instructional program at a level commensurate with the amount of credit awarded.



Apprentices who are awarded credit for prior work and/or training experience are eligible to receive an Apprenticeship Completion Certificate from the State of Florida upon satisfactorily demonstrating mastery of the same instructional material as those apprentices who have completed the entire training program.

Sponsor must maintain documentation as to how credit was granted to an Apprentice for a period of five (5) years. Documentation must be made available to the Registration Agency or the appropriate Apprenticeship Representative upon request.

Exceptions to the above policy may be granted when requested by a Sponsor and a determination is made by the Registration Agency that such exception does not undermine the quality of apprenticeship training and favors the welfare of the Apprentice. **6A-23.004(2)(l) FAC**

#### **Section XV TRANSFER OF APPRENTICES**

The transfer of an Apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the Apprentice and the affected Apprenticeship Committees, Participating Employers, or Sponsors and must comply with the following requirements:

- 1) The transferring Apprentice must be provided a transcript of related technical instruction and on-the-job training/learning by the Apprenticeship Committees, Participating Employers, or Sponsor;
- 2) Transfer must be to the same occupation;
- 3) A new apprenticeship agreement must be executed when the transfer occurs; and
- 4) The Apprentice must receive full credit from the new Participating Employer or Sponsor for satisfactorily completed time and training earned.

**6A-23.004(2)(m) FAC**

#### **Section XVI ASSURANCE OF QUALIFIED TRAINING PERSONNEL**

Every instructor providing related technical instruction to apprentices must meet the Florida Department of Education's requirements for a career-technical instructor per Section 1012.55 F.S.; or be a subject matter expert, which is an individual who is recognized within an industry as having expertise in a specific occupation, as demonstrated by being a journeyworker, or by holding the licensure or certification required in the given occupation; and have training in teaching techniques and adult learning styles before or shortly thereafter the instructor has started to provide related technical instruction. **6A-23.004(2)(n) FAC**

#### **Section XVII CERTIFICATE OF COMPLETION OF APPRENTICESHIP**

Upon satisfactory completion by an Apprentice of their term of apprenticeship, the Apprenticeship Committee will request from the Registration Agency, through the appropriate Apprenticeship Representative, that a Certificate of Completion of Apprenticeship be awarded. **6A-23.004(2)(o) FAC**

#### **Section XVIII MODIFICATION OF STANDARDS**

**Section XIX LISTING OF PARTICIPATING EMPLOYERS** (revised 12/9/2020)

Each Employer wishing to participate in this registered apprenticeship program shall sign a Participating Employer's Agreement with the Apprenticeship Committee or Sponsor, unless otherwise provided for in a collective bargaining agreement, and in so doing, will accept the requirements of the program standards. The Apprenticeship Committee or Sponsor shall provide an executed copy of the signed Participating Employer's Agreement to the Registration Agency and appropriate Apprenticeship Representative and the cancellation thereof. **6A-23.004(2)(w) FAC**

**Please see the Employer/Occupation Appendix for the Listing of Participating Employers.**

provides governmental access for auditing purposes as outlined in Ch. 119 F.S. (Florida Public Records Law): **6A-23.004(2)(v) FAC**

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**Miami Dade College**  
(Name of School/Site)

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<u>300 N. E. 2nd Ave.</u> (Address)	<u>Miami</u> (City)	<u>Fl.</u> (St)	<u>33132</u> (Zip)
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**Section XIII FUNDING**

Each Participating Employer will contribute to the funding of the apprenticeship program as set by the Apprenticeship Committee or Sponsor. **6A-23.004(2)(x) FAC**

**Section XII EQUAL EMPLOYMENT OPPORTUNITY PLEDGE**

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The Apprenticeship Committee or Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30. **6A-23.004(2)(y) FAC**

**Section XIIIIV AFFIRMATIVE ACTION**

The Apprenticeship Committee or Sponsor enters this program with the understanding that it will provide equal opportunity in the recruitment, selection, employment, training and advancement of minority and female apprentices seeking entrance into the apprenticeship program, and be sincere in making a good faith effort to increase and maintain the number of minority and female. This program consists of affirmative acts that may be altered and supplemented as experience indicates.

The Apprenticeship Committee or Sponsor must designate an individual or individuals with appropriate authority under the program, such as an apprenticeship coordinator, to be responsible and accountable for overseeing its commitment to equal opportunity in the registered apprenticeship program.

The Apprenticeship Committee or Sponsor, at a minimum, agrees to make the following affirmative action commitments:

1. Disseminate information concerning the nature of apprenticeship, availability of apprenticeship opportunities, and sources of apprenticeship applications. Such information shall be appropriately disseminated at least 30 days in advance of the earliest date for application. Information will be disseminated to various organizations such as, but not limited to: government employment service offices, local schools, woman's centers, outreach programs, principal minority groups, women's organizations and community organizations, which can effectively reach minorities and women. Information may be published in local newspapers, on Sponsor website, social media, or any other appropriate electronic medium which are circulated or posted in the minority community and among women as well as the general areas in which the program sponsor operates. Copies of this information shall be made available for review upon request from the appropriate Apprenticeship Representative.
2. When possible, participate in workshops conducted by employment service agencies for the purpose of familiarizing schools, and the employment service with apprenticeship training and its current opportunities.

3. Cooperate with local school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.
4. Encourage the establishments and utilization of pre-apprenticeship, or other programs designed to afford related work experience or to prepare candidates for apprenticeship. The Apprenticeship Committee or Sponsor shall make appropriate provision to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
5. Utilize present minority and female apprentices and journeyworkers to assist in the implementation of the Affirmative Action Plan where appropriate.
6. Grant advance standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.
7. Engage in such other activities, when identified, that may further the entry of minorities and/or females into apprenticeship. **Title 29 Code of Federal Regulations, Part 30, 6A-23.004(2)(y) FAC**

**Section XXVI AFFIRMATIVE ACTION WORKFORCE ANALYSIS**

**Please see the Employer/Occupation Appendix for the Affirmative Action Workforce Analysis.**

**Section XXVII WORK PROCESS OUTLINE**

**Please see the Employer/Occupation Appendix for the Work Process Outline.**

**Section XXVIII RELATED TECHNICAL INSTRUCTION OUTLINE**

**Please see the Employer/Occupation Appendix for the Related Technical Instruction Outline.**

**Section XIX LISTING OF PARTICIPATING EMPLOYERS**

Each Employer wishing to participate in this registered apprenticeship program shall sign a Participating Employer’s Agreement with the Apprenticeship Committee or Sponsor, unless otherwise provided for in a collective bargaining agreement, and in so doing, will accept the requirements of the program standards. The Apprenticeship Committee or Sponsor shall provide an executed copy of the signed Participating Employer’s Agreement to the Registration Agency and appropriate Apprenticeship Representative and the cancellation thereof. **6A-23.004(2)(w) FAC**

Commercial Jet	



**State Board of Education**

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Career and Adult Education

April 16, 2018

Dr. John Wensveen, Chairman  
Miami Dade College Apprenticeship Program - GNJ (2018-FL-71114)  
300 N.E. 2<sup>nd</sup> Ave.  
Miami, FL 33132

Dear Dr. John Wensveen:

The standards for Miami Dade College Apprenticeship Program - GNJ (2018-FL-71114), were approved and registered by the Department of Education, Division of Career and Adult Education effective this date. The original copy of the standards is retained for the state file.

We appreciate your interest in the apprenticeship system and look forward to your continued support.

Sincerely,

Richard E. Norman III, Program Director  
Apprenticeship

RN/pw

Enclosures

cc: Ms. Betsy Wickham, Bureau Chief  
Mr. Randy Holmes



# *Certificate of Registration*

Florida Department of Education  
Division of Career and Adult Education

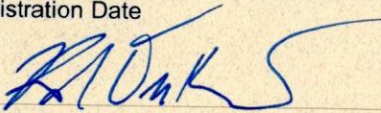
**MIAMI-DADE COLLEGE APPRENTICESHIP PROGRAM GNJ**

Issued in recognition as  
registered with the Division of Career and Adult Education, Apprenticeship, as part of the National Apprenticeship Program  
in accordance with the standards recommended by the

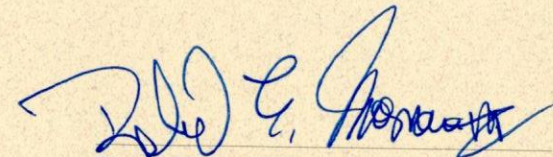
Florida Apprenticeship Advisory Council

**April 16, 2018**

Registration Date



Rod Duckworth  
Chancellor for Career and Adult Education



Richard E. Norman, III  
Program Director of Apprenticeship

**2018-FL-71114**