

FLORIDA DEPARTMENT OF EDUCATION

DIVISION OF CAREER AND ADULT EDUCATION BUREAU OF STANDARDS, BENCHMARKS AND FRAMEWORKS APPRENTICESHIP SECTION



Apprenticeship Section Procedures

SUBJECT

Maintenance of Apprenticeship Records

PURPOSE

To outline the responsibilities of the apprenticeship program sponsor for maintaining apprenticeship records including where records should be maintained.

APPLICABILITY

This policy applies to all registered apprenticeship, preapprenticeship and on-the-job training program sponsors as defined in Chapter 6A-23 FAC, Registered Apprenticeship Program Sponsors Operating Apprenticeship Programs.

EFFECTIVE DATE

Upon Issuance

EXPIRATION DATE

Until superseded or rescinded

POLICY

Title 29 CFR 30.8 sets federal criteria for records. It requires the following:

Each program sponsor shall keep original records of all applications for apprenticeship program and apprenticeship interviews including:

1. A summary of the qualifications of each applicant;
2. The basis for evaluating and for selection or rejection of each applicant;
3. The records pertaining to applicant interviews;
4. The original application for each apprenticeship applicant; and
5. Information relative to the operation of the apprenticeship program including, but not limited to, the following:

- job assignment;
- promotion, demotion, layoff, or termination;
- rates of pay or other forms of compensation or conditions of work;
- hours of work and, as a separate record, hours of training provided; and
- any other records pertinent to a determination of compliance with 29 Code of Federal Regulations (CFR), Part 30 titled *Equal Employment Opportunities in Apprenticeship and Training*.

Records pertaining to individual applicant selection or rejection shall be maintained in such a manner as to permit identification of minority and female (minority and non-minority) participants. All records must be maintained for five years, as required by 29 CFR 30.8 (d), (e), or until completion of any investigation or complaint. Records shall be made available upon request to the Department of or any other authorized representative.

Apprenticeship regulations, Title 29 CFR 30.9 (g) state, "The Department (meaning the authorized federal or state apprenticeship registration agency) will conduct systematic reviews of apprenticeship programs in order to determine the extent to which the sponsors are complying with these regulations and will also conduct compliance reviews when circumstances, including receipt of complaints not referred to a private review body pursuant to Section 30.11 (b) (1) (i), so warrant and take appropriate action regarding programs which are not in compliance with the requirements of this part. Compliance reviews will consist of comprehensive analyses and evaluations of each aspect of the apprenticeship program, including on-site investigations and audits."

The sponsor shall be ultimately responsible for maintaining the accuracy and storage of the program files. These files shall be stored in a facility that allows and provides governmental access for auditing purposes as outlined in Ch. 119 F.S. (Florida Public Records Law).

Auditing of apprenticeship records is programmatic in nature and is the responsibility of the registration agency. The Department of Education Division of Career and Adult Education, Apprenticeship Section, is responsible for conducting the audit.

AUTHORITY

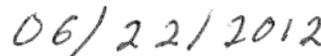
The Apprenticeship Section; Chapter 6A-23.004 (2) (v); Title 29 CFR 29.5 (b), (23); Title 29 CFR Part 30.8 and 30.9, and Ch. 119 F.S.

ACTION

All apprenticeship program sponsors shall follow the policy and procedures described above.



Ken Olsen
Program Director of Apprenticeship



Date Signed