

STANDARDS OF APPRENTICESHIP

FOR

FLAGLER CHILD CARE GNJ

FL-008900012

REGISTERED BY

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

Standards of Apprenticeship

for

Occupation / Trade	Term of Training in Hours	NAICS Code	DOT Code	RAPIDS Code (4 digit trade #)	SOC Code
Child Care Development Specialist	4000	624410	359.342-540	0840	39-9011.00

PROGRAM SPONSOR

Flagler Child Care GNJ

JURISDICTIONAL AREA

Clay, Flagler, Putnam, St. Johns & Volusia counties

Time Based Program:

☒

Yes

☐

No

Competency Based Program:

☐

Yes

☒

No

Hybrid Program:

☐

Yes

☒

No

VA Approval Requested:

☒

Yes

☐

No

Vocational Education Linkage:

☒

Yes

☐

No

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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 18 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 apprenticeship 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.

REGISTRATION OF APPRENTICESHIP PROGRAM

These standards shall be submitted to the Servicing Representative in the area to review and forward to the Registration Agency for approval and registration. Upon approval by the Registration Officer, the apprenticeship program shall be issued a Certificate of Registration, which shall remain effect; subject to the Apprenticeship Committee's adherence to the conditions of these rules. Prospective apprentices will be given the opportunity to read these standards before they sign the Apprenticeship Agreement.

An apprenticeship program may be registered in one or more occupations simultaneously or individually with the provision that the program 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 program 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 COMMITTEE

The apprenticeship committee shall be composed of 5 member representatives of the participating employers. The committee shall include a Chairman and a Secretary. The Committee shall meet quarterly and as often as necessary to conduct business. The committee shall determine such matters as a quorum, and the time and place of regular and special meetings.

Section II DUTIES OF THE COMMITTEE

- 1) Screen and select applicants for apprenticeship.
- 2) Maintain all records for a period of at least five (5) years.
- 3) Determine credit to be granted (if any) to applicants for previous experience or education, according to policy stated in this document.
- 4) Enter into apprenticeship agreements between the apprentice and the committee as program 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 classroom instruction.
- 6) Review regular progress reports for apprentices and recommend such actions as appropriate.

- 7) Arrange tests for determining the apprentice's progress in manipulative skills and technical knowledge.
- 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 to such apprentices.
- 10) Provide for continuous employment of apprentices insofar as possible.
- 11) Secure, if applicable, 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) Complete promptly and carefully all lessons, assignments and school tests required by the committee.
- 3) Protect the property of the employer.
- 4) Respect and comply with all rules, regulations and policies of the employer affecting their employment.
- 5) Keep adequate records of work experience and related instruction as required by the committee and submit properly completed records to the committee in a timely manner.

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 will not interfere with the apprentice's attendance in related technical instruction. **6A-23.004(1) FAC**

Section V WORK PROCESS

The 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.

Work experience will be provided in approximately the number of hours shown, but not necessarily in the order shown on **Page 14. 6A-23.004(2) (c) FAC**

Section VI TERM OF APPRENTICESHIP

The term of apprenticeship shall be 4000 hours, approximately 24 months, of continuous on the job employment (including the probationary period). Hours for related instruction are excluded from those in OJT. **6A-23.004(2) (b) FAC**

Section VII RELATED INSTRUCTION

Apprentices employed under these standards shall be required to complete a minimum of 144 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 apprentices to fulfill their obligations as to school attendance and conduct, the committee shall take necessary disciplinary action.

A related instruction outline for the occupation(s) will be defined by the sponsor and outlined as part of these standards on **Page 15. 6A-23.004(2) (d) FAC**

Related Instruction Delivery Method (mark only one):

- | | |
|--|---|
| <input type="checkbox"/> Sponsor's Classroom | <input type="checkbox"/> Employer's Shop |
| <input checked="" type="checkbox"/> Vocational Education Classroom | <input type="checkbox"/> Community College Classroom |
| <input type="checkbox"/> Correspondence Course | <input type="checkbox"/> Other (i.e. Electronic Media, etc) |

Related Instruction Provider Type (select all that apply):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Sponsor | <input checked="" type="checkbox"/> Technical School |
| <input type="checkbox"/> Vocational School | <input type="checkbox"/> Community College |
| <input type="checkbox"/> Correspondence Course | <input type="checkbox"/> Web Based |
| <input checked="" type="checkbox"/> Other (specify) <u>Flagler Technical Institute</u> | |

Related Instruction hours are provided (mark only one):

- | | | |
|--|---|---|
| <input type="checkbox"/> During Work Hours | <input checked="" type="checkbox"/> During Non-Work Hours | <input type="checkbox"/> During Work & Non-Work Hours |
|--|---|---|

Are Wages Paid to the Apprentice During Related Technical Instruction? ☐ Yes ☒ No

Address where related instruction classes occur:

Flagler Palm Coast High School
5500 East Highway 100, Palm Coast, Florida 32164

Section VIII APPRENTICE WAGE SCHEDULE

No apprentice shall receive an hourly wage that is less than the period of training in which he is serving. The employer agrees to pay not less than the following wage rate to the apprentice during each period of apprenticeship. 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.

Period of Training	Percent of Journeyworker's Rate	Apprentice's Hourly Rate	Period of Training	Percent of Journeyworker's Rate	Apprentice's Hourly Rate
1 st 6 months	89.19%	\$8.25			
2 nd 6 months	91.89%	\$8.50			
3 rd 6 months	94.59%	\$8.75			
4 th 6 months	97.30%	\$9.00			

Journeyworker Hourly Wage Rate \$9.25, as of 1/1/17, work week is 40 hours.

A wage survey of all active and/or current Participating Employers has been completed on the above date to arrive at the established journeyworker hourly rate listed above. The journeyworker hourly wage rate shall be reviewed and adjusted annually. **6A-23.004(2) (e) FAC**

Section IX APPRENTICE RECORDS

Records of the apprentice's on-the-job work experience and related instruction shall be kept and maintained by the committee. This information shall be furnished by the apprentice from his work record.

An examination of apprentices may be given at such time as determined by the committee. In these examinations, consideration shall be given to school attendance, progress and the daily employment record of the apprentice.

All records regarding each and every apprentice shall be presented for review when requested by the Registration Agency or its authorized representative(s). **6A-23.004(2) (f) FAC**

Section X RATIO OF APPRENTICES *variance on File*

The ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment or applicable provisions in collective bargaining agreements, but in a ratio of not more than one (1) apprentice to the participating employer in each apprenticeable occupation, and one (1) apprentice journeyworker thereafter. It shall be the responsibility of the apprenticeship committee/sponsor to ensure that the allowable ratio of apprentices to journeyworkers is consistently maintained in the program as a whole, by each participating employer, and on the job site. **6A-23.004(2)(g) FAC**

Section XI PROBATIONARY PERIOD

Apprentices employed under these standards shall be subject to a probationary period during the first 6 months of the apprenticeship program, which can not exceed twenty-five percent of the length of the program or one (1) year, which ever 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 without stated cause. The probationary period must be reasonable in relation to the full apprenticeship term; with full credit for such period toward completion of apprenticeship. **6A-23.004(2) (h, s) FAC**

Section XII SAFETY

The Apprentice shall be provided safety training both on the job site and in related technical instruction. The Participating Employer shall instruct the Apprentice in safe and healthful work practices and shall ensure that the Apprentice is trained in facilities and other environments that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or state standards that have been found to be at least as effective. **6A-23.004(i) FAC**

Section XIII QUALIFICATIONS OF AN APPRENTICE

Applicants for apprenticeship shall possess the following minimum qualifications, which are directly job related:

1. Applicants must be at least 18 years of age.
2. Applicants must be in good health and physically able to perform all phases of the work.
3. High School Diploma or equivalency.
4. Two letters of recommendation.

6A-23.004(j) FAC

Section XIV APPRENTICESHIP AGREEMENT

The Apprentice and the 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 XV CREDIT FOR PREVIOUS EXPERIENCE

Credit for previous experience, training, skills or aptitude in the occupation may be allowed, such credit to be stated on the Apprenticeship Agreement. Apprentices who receive credit for previous experience or training shall be paid, upon entrance, the wage rate of the period to which such credit advances them.

The Registration Agency recognizes that the program Sponsor has authority to establish procedures for granting credit to Apprentices for previous work and/or training experience. However, to ensure consistency among program sponsors in awarding credits, the Registration Agency requires that these 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 trade.
- 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. Program sponsors 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 upon request.
- D. Individuals who receive credit toward the completion of an apprenticeship program must enter a related instructional program at a level commensurate with the amount of credit awarded. Before an Apprentice who was awarded credit for prior work and/or training experience can receive an Apprenticeship Completion Certificate from the State of Florida, he shall be required to demonstrate a mastery of the same instructional material as those apprentices who have completed the entire training program.
- E. All program sponsors who want to award credit to an apprentice for a registered apprenticeship program 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 exception does not undermine the quality of apprenticeship training and favors the welfare of the Apprentice. **6A-23.004(2) (l) FAC**

Section XVI TRANSFER OF APPRENTICES

It shall be the duty and responsibility of the Apprenticeship Committee to provide, insofar as possible, continuous employment for all apprentices. Where it is impossible for one employer to provide the diversity of experience necessary to give the apprentice total training experience in the various branches of the occupation, or where the employer's business is of such character as not to permit reasonable continuous employment over the entire period of apprenticeship, the Apprenticeship Committee shall have authority to transfer the Apprentice to another Participating Employer, who shall assume all the terms and conditions of these standards and the Apprentice must receive full credit for satisfactory time and training earned.

Should an Apprentice be transferred from one registered apprenticeship program to another, the Apprentice must be provided a transcript of his completed related technical instruction as well as his completed on-the-job training from the originating Sponsor. The transfer of the Apprentice must be to the same occupation. The Apprentice must be cancelled from his originating Sponsor's program and a new Apprenticeship Agreement must be executed between the Apprentice and the subsequent program sponsor and registered with the Registration Agency. **6A-23.004(2) (m) FAC**

Section XVII ASSURANCE OF QUALIFIED TRAINING PERSONNEL

Every apprenticeship 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, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction. **6A-23.004(2) (n) FAC**

Section XVIII 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 Servicing Representative, that a Certificate of Completion of Apprenticeship be awarded. **6A-23.004(2) (o) FAC**

Section XIX MODIFICATION OF STANDARDS

These standards may be modified or amended at any time by action of the Apprenticeship Committee upon approval of the Registration Agency. Such amendments shall be promptly submitted to the Servicing Representative for review and shall not alter apprenticeship agreements in effect at the time of such change without the express consent of all parties to such agreement. **6A-23.003(7); FAC 6A-23.004(2) (q) FAC**

Section XX PROGRAM CANCELLATION AND DEREGISTRATION

Cancellation of this program may be effected upon the voluntary action of the Sponsor by requesting such a cancellation in writing from the Registration Agency.

Deregistration of this program shall be upon written notice by the Registration Agency to the Sponsor, stating cause and instituting formal deregistration proceedings in accordance with the provisions of Chapter 6A-23.006 Florida Administrative Code.

In either event, the Sponsor shall notify the apprentices within fifteen (15) business days of the effective date of the event that will deprive the apprentices of their individual registration. **6A-23.006 FAC**

Section XXI NOTIFICATION

The Registration Agency shall be notified through the Servicing Representative of all actions affecting apprentices, such as new indentures, suspensions, cancellations, completions, and other actions as reflected on the Apprentice Action Reporting Form. **6A-23.004(2) (r) FAC**

Section XXII ADJUSTING DIFFERENCES

In case of dissatisfaction by the Participating Employer or the Apprentice, either party has the right and privilege of appeal to the Apprenticeship Committee for such corrective action and adjustment of such matters as come within these standards. The Apprenticeship Committee will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer and the apprentice. The Registration Agency is available to receive, investigate and resolve any complaints the Apprentice has about the apprentice training program in which the Apprentice is registered. *Apprentices may contact the Program Coordinator listed in the front of these Standards for information and assistance with submitting grievances before the Committee.*

The Apprentice and his Participating Employer shall be notified by the Sponsor within five (5) business days of the date of any proposed adverse action, with stated opportunity to the apprentice during such period for corrective action. **6A-23.004(2) (t, u) FAC**

Section XXIII MAINTENANCE OF RECORDS

All records pertaining to the administration, selection, employment and training of apprentices shall be kept for not less than five (5) years from the date of departure from or completion of the program. The maintenance of private sector apprenticeship program records shall be the sole responsibility of the Sponsor / Apprenticeship Committee and are to be kept at the following address, which is a facility that allows and provides governmental access for auditing purposes as outlined in Ch. 119 F.S. (Florida Public Records Law): **6A-23.004(2) (v) FAC**

Flagler Palm Coast High School
5500 East Highway 100
Palm Coast, Florida 32164

Section XXIV LISTING OF PARTICIPATING EMPLOYERS Addendum A

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

See Addendum A	

Section XXV FUNDING

Each participating employer will contribute an equitable amount to the funding of the program as set by the Apprenticeship Committee. **6A-23.004(2) (x) FAC**

Section XXVI EQUAL EMPLOYMENT OPPORTUNITY PLEDGE

The recruitment, selection, employment and training of Apprentices during 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 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 XXVII AFFIRMATIVE ACTION

The Apprenticeship Committee enters this program with the understanding that it will be sincere in making a good faith effort to increase and maintain the number of minority and female apprentices necessary to at least equal the percentage of minorities and females in the area. This program consists of affirmative acts that may be altered and supplemented as experience indicates. The Apprenticeship Committee shall provide equal opportunity in apprenticeship for those indentured to or seeking entrance into this apprenticeship program for the purpose of learning the occupation.

To provide equal opportunities in the recruitment, selection, employment, training and advancement of minority and female apprentices, the committee agrees to make the following affirmative action commitments:

1. Disseminate information concerning the nature of apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the committee. Such information shall be disseminated at least 30 days in advance of the earliest date for application at each interval. Information will be disseminated to government employment service offices, local schools, women's centers, outreach programs, principal minority groups, women's organizations and community organizations which can effectively reach minorities and women. This information shall also be published in newspapers which are circulated 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 sent to the Registration Agency field office that services the respective program.
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, preparatory trade training, or other programs, designed to afford related work experience or to prepare candidates for apprenticeship, the committee shall make appropriate provision in its Affirmative Action Plan 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 programs Affirmative Action Plan.
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 CFR Part 30, 6A-23.004(2) (y) FAC**

Section XXVIII SELECTION PROCEDURE

The committee shall select apprentices from the qualified applicants as follows: **6A-23.004(2)(y)(2) FAC**

The program committee may reinstate apprentices previously registered to them within (2) years of their date of cancellation, without requiring these specific individuals to make application, meet minimum qualifications and then advance through the selection process. The program sponsor should include the process they use for reinstatement including previous apprentices in good standing with the program sponsor including timeframes that may exceed (2) years for reinstatement.

Applicants must attain an over-all score of at least 70 to qualify for the eligibility roster and all eligible applicants will be listed in descending order of total points attained. Applicants will be selected from the roster beginning with those attaining the highest score.

All applicants will be notified as to the disposition of their applications. Those failing to make the eligibility roster shall be afforded the opportunity of reapplying at the next period of selection.

RATING FACTORS

MAXIMUM POINTS

1.	Education:	21
	High School Graduate:	21 points
	G.E.D. Certificate:	16 points
2.	Physical Fitness	20
3.	Previous Pertinent Experience	10
4.	Two References	15
5.	Completion of Registered Preapprenticeship	5
6.	Veteran - (other than dishonorable discharge)	5
7.	Oral Interview:	<u>24</u>
	(Applicants will be evaluated on Self Pride & Motivation, Sincerity, Interest, Attitude Toward Work & Related Instruction, Ability to Work with & for Others and Apparent Sense of Responsibility.)	

MAXIMUM TOTAL 100

Veterans and Registered Preapprenticeship Graduates will receive equal consideration in the selection process.

Selection records kept for at least five (5) years.

Section XXIX TITLE 29 CFR PART 30, UTILIZATION ANALYSIS

Flagler Child Care GNJ
(Name of Program)
Palm Coast, Florida
(City) (State)

Jurisdictional Area Covered by Program (counties): Clay, Flagler, Putnam, St. Johns & Volusia.

a)

1.	Total labor force:	* <u>485,205</u>
2.	Total minorities in labor force:	* <u>98,314</u>
3.	Total females in labor force:	* <u>231,331</u>
4.	Percentage of minorities:	* <u>20.26%</u>
5.	Percentage of females:	* <u>47.68%</u>

* (Source of information compiled from the Agency for Workforce Innovation
Labor Market Statistics 2010 Census.)

b) Under utilization Factors:

1.	Total number of employers:	<u>96</u>
2.	Total of employers workforce in the trade:	<u>1,056</u>
3.	Total journeyworkers employed by the employers in the craft:	<u>655</u>
4.	Total minority journeyworkers employed by the employers in the craft:	<u>242</u>
5.	Total female journeyworkers employed by the employers in the craft:	<u>1,050</u>
6.	Total youth journeyworkers age 16-22 employed by the employers in the craft:	<u>52</u>
7.	Total apprentices:	<u>59</u>
8.	Total minority apprentices:	<u>22</u>
9.	Total female apprentices:	<u>59</u>
10.	Under utilization of minorities:	<u>0%</u>
11.	Under utilization of females:	<u>0%</u>

c) Goals and Timetables:

1.	Percentage of all future accessions to be minorities:	<u>20.26%</u>
2.	Percentage of all future accessions to be females:	<u>23.84%</u>

WORK PROCESS OUTLINE

OCCUPATION/TRADE: Child Care Development Specialist

Occ. Code: 0840

	Hours
A. Safety	50
B. Health, First Aid, Child Abuse & Neglect	100
C. Administrative Procedures & Policies	20
D. Child Nutrition & Hygiene	750
E. Child Development	1,500
F. Child Activity Supervision & Direction	1,500
G. Consultation Techniques	50
H. Professionalism	30
TOTAL HOURS	4000

RELATED INSTRUCTION OUTLINE

OCCUPATION/TRADE: Child Care Development Specialist

Occ. Code: 0840

	<u>Classroom Hours</u>
1. Meet H.R.S. Training Requirements	30
2. First Aid/CPR	15
3. Occupational Safety	15
4. Nature of Child Care Services and Programs	15
5. Career Facilitation	15
6. Professional and Leadership Skills	15
7. Nutrition	15
8. Health, Wellness and Abuse	15
9. Communication Skills	15
10. Principles of Child Development	15
11. Physical Development	15
12. Intellectual/Cognitive Development	15
13. Social and Emotional Development	15
14. Special Needs	15
15. Guidance, Discipline, Observation and Curriculum Planning	75
Total Hours	300

(average of 150 hours per year for each year of apprenticeship training)

Addendum A FLAGLER CHILD CARE GNJ PARTICIPATING EMPLOYERS

A KID'S PLACE CHRISTIAN PRESCHOOL	KINDER CARE LEARNING CENTER -DAYTONA	TRINITY ACADEMY & PRESCHOOL
ABC DAYCARE & PRESCHOOL	KINDER CARE LEARNING CENTER -ORMOND BEACH	TRINITY CHRISTIAN ACADEMY
ALPHA LEARNING CENTER	LA PETITE ACADEMY-DELTONA	TWINKLE TOES EARLY LEARNING CENTER INC.
AMANDA'S CHILDCARE	LA PETITE ACADEMY-LAKE MARY	UNITED METHODIST CHRISTIAN SCHOOL
ANDROMEDA PRESCHOOL	LA PETITE ACADEMY-MIDDLEBURG	WONDERWORKS PRESCHOOL
BACKPACK UNIVERSITY PRESCHOOL	LA PETITE ACADEMY-ORANGE PARK	WORD & PRAISE CHRISTIAN LEARNING CENTER
BLAKE MEMORIAL DAY SCHOOL	LA PETITE ACADEMY-ORMOND VBEACH	YMCA OF FLORIDA'S FIRST COAST DYE CLAY
CALVARY CHILDREN'S CENTER	LA PETITE ACADEMY-PORT ORANGE	LEGACY ACADEMY
CHILD TIME LEARNING CENTER 314	LEARN N GROW	ANNETTES TENDER LOVING DAYCARE
CHILD TIME LEARNING CENTER 317	LEARNING BRIDGE ACADEMY	
CHILDREN'S COUNTRY CLUB	LILLIES OF THE FIELD CHILD CARE	
CHILDREN AT PLAY LEARNING CENTER	LITTLE DISCOVERIES	
CHILD'S WORLD OF LEARNING	LITTLE KROWNS 4 KIDS	
THE CHILES ACADEY, INC.	LITTLE FEET ACADEMY	
CHRISTIAN CARE FOR LIL ANGELS, INC.	LITTLE ANGELS DAYCARE	
COMMONWEALTH CHRISTIAN ACADEMY	LITTLE BLESSINGS PRESCHOOL	
COQUINA'S LITTLE BLESSINGS	LITTLE FOUNTAINS OF LIGHT LEARNING CENTER	
CREATIVE ARTS EARLY LEARNING	LITTLE PANDA CHILD DEVELOPMENT CENTER	
DEBARY SONSHINE ACADEMY	LIL LAMBS	
DELTONA BAPTIST ACADEMY	MERRY DAY CHILD CARE CENTER	
DELTONA UNITED METHODIST PRESCHOOL	MID FLORIDA COMMUNITY SERVICES HEAD	
DTA ACADEMY	MONTESSORI MAGIC	
EARLY CHILDHOOD DEVELOPMENT CENTER	MULBERRY LANE CHILD DEV. CENTER	
EASTER SEALS OF VOLUSIA & FLAGLER CO.	PATHWAYS PORT ORANGE HEAD START	
EMMANUS LUTHERAN PRESCHOOL	O2B KIDS LLC.	
FIRST BAPTIST CHRISTIAN ACADEMY	OPEN ARMS	
FLAGLER CHRISTIAN ACADEMY	ORANGE PARK PRESCHOOL	
FLAGLER HEAD START	O.P.K. SOUTH	
FUTURE LITTLE LEARNING CENTER	PALM COAST COMMUNITY CHILD CENTER	
GINGERBREAD LEARNING CENTER	PINE RIDGE FELLOWSHIP	
GREAT BEGINNINGS EARLY LEARNING	PRIMROSE SCHOOL OF FLEMING ISLAND	
HAND PRINT LEARNING ACADEMY	ROMA COURT ACADEMY	
IMAGINE SCHOOL AT TOWN CENTER	SANDCASTLE LEARNING CENTER	
IMAGINATION STATION TOO	SANDCASTLE LEARNING CENTER #3	
ISLAND VIEW CHILD CARE	ST. LUKE'S CHILD CARE	
IVY LEAGUE ACADEMY	ST.MARK CHRISTIAN DAY SCHOOL	
JET'S DAYCARE	SUGAR N SPICE CHILDCARE	
JUNIOR ACADEMY AT VICTORIA PARK	SUNSHINE ACADEMY OF FLAGLER BEACH	
KID CITY USA-PROVIDENCE BLVD. , DELTONA	SUNSHINE ACADEMY OF PALM COAST	
KID CITY USA-HOWLAND BLVD. , DELTONA	THE CAMBRIDGE PREP SCHOOL	
KID CITY USA-LAKE MARY	THE LITTLE ENGINE ACADEMY	
KIDSCO	THE LITTLE HOUSE NEXT DOOR	
KIDS CORNER	TLC KIDS CARE	
SPIRITUAL IMPACT		