

How to Obtain Graduation Certificates for Your Apprentices

The process is listed below:

1. Form: State Action Form.(If you need additional copies, State Rep can provide)
2. List each graduate with SS# and other requested information
3. The code will be for a "completer"

The Apprentice Chairman for the your area will need to sign the bottom of the form, prior to you sending it in. For future anticipated graduates, you may send this in advance and the state will make every effort to have the certificates to you for graduation.

In the absence of your local representative please forward the action form to:

Juanita Warren/Apprenticeship
Florida Department of Education
325 West Gaines Street/Room 754
Tallahassee, FL 32399-0400
(850)245-9009 PHONE
(850)245-9010 FAX
JUANITA.WARREN@FLDOE.ORG

For any questions pertaining to the completion of the form, contact your area Representative.