



**Date:** \_\_\_\_\_

**To:** \_\_\_\_\_

**From:** Junior Achievement of South Florida, Inc. (JASF)

**Letter of Commitment: Partnership for Pre-Apprenticeship Graduate Employment**

Junior Achievement of South Florida is committed to addressing critical workforce shortages for in-demand industries by preparing the next generation of skilled professionals. Our Junior Achievement Pre-Apprenticeship Program (JA Pre-App) directly aligns technical training, work skills development, and hands-on work experience to prepare participants to enter the workforce and potentially enter Registered Apprenticeship Program (RAP) or engage in industry-specific long-term careers. We are excited to partner with you to place our qualified graduates into valuable work opportunities within your organization.

Our JA Pre-App graduates are rigorously prepared for the workforce. They complete **150 curriculum instructional hours**, encompassing **50 hours of soft-skills instruction and 100 hours of technical training**. Their training includes essential areas such as career exploration, industry-specific job shadowing, business instruction, personal finance education, resume building, interview techniques, and networking activities designed to promote better work outcomes for youth. Furthermore, our program supports youth in obtaining valuable industry-specific certifications, which may include OSHA-10, Forklift Operation, CPR/First Aid, NCCER Core Intro, Flagger, and USCG Boating Safety Card, where appropriate for their chosen career path.

To support our graduates and your commitment to developing the local workforce, JASF offers the following financial and programmatic support:

**Subsidized Employment:** Youth placed through the JA Pre-App program are enabled to earn a **\$14 per hour wage up to 40 hours per week** for their work experience.

**Direct Reimbursement:** Junior Achievement of South Florida will **directly reimburse the Employer \$14 per hour for hours worked** by the placed pre-apprenticeship graduates. This reimbursement is provided for **up to the first 90 days of apprenticeship work experience**.

**Documentation for Reimbursement:** Reimbursement from JASF to the Employer will be based on **properly submitted documentation, including paystubs and detailed hours worked**. It is crucial that attendance records clearly show individual beginning and ending service times and dates of service, timed in and out by the youth, to ensure accurate and timely reimbursement.

**Ongoing Follow-Up:** JASF will conduct **30, 60, and 90-day follow-up services** with students and employees to ensure a smooth transition for the pre-apprenticeship graduates within your hiring and onboarding processes. We also provide ongoing individualized coaching to help foster job retention for the youth.

**Employer Feedback:** As part of our commitment to continuous improvement and program evaluation, JASF will actively **seek feedback from the Employer regarding their satisfaction with the pre-apprentice's performance.** This feedback will be captured with feedback surveys and is vital for measuring the success of our programs and ensuring we provide high-quality placements.

We believe this partnership will provide your organization with dedicated, pre-trained talent ready to contribute, while also investing in the future of our local workforce. Your commitment to providing a safe and supportive work environment, along with accurate record-keeping for reimbursement, is key to the success of this initiative.

We look forward to collaborating with you.  
Sincerely,

**Felix Collazo**  
Director of Pre-Apprenticeship Programs  
Achievement of South Florida, Inc.

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**Employer Name** \_\_\_\_\_  
**Employer Title** \_\_\_\_\_  
**Employer Signature** \_\_\_\_\_