

**State of Florida**  
**Department of Business and Professional Regulation**  
**Board of Auctioneers**  
**Apprentice Activity Form**  
**Form # DBPR AU-4159**  
**[4802/1012]**

**GENERAL INFORMATION**

Any person seeking a license as an auctioneer through apprenticeship must actively participate in at least eighty hours of auction sales during a one-year period of apprenticeship. Each apprentice must actively participate in each phase of an auction at least five times during the apprenticeship. This form must be filed with the Application for Initial Licensure as Auctioneer.

**APPRENTICE INFORMATION**

Apprentice Name:

License Number:

Street Address or P.O. Box:

City, State, Zip:

**SPONSOR INFORMATION**

Sponsor Name:

License Number:

Street Address or P.O. Box:

City, State, Zip:

Name of Auction Business (if applicable):

License Number:

**APPRENTICE ACTIVITY**

**Part I:** This section should be completed before the apprentice participates in an auction.

I, \_\_\_\_\_, verify that I am the sponsor of the above named apprentice and do hereby give my permission for said apprentice to participate in an auction conducted under the business listed above at this address: \_\_\_\_\_

at \_\_\_\_\_ a.m./p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

I understand I must be present at this auction while my apprentice works.

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Date

**Part II:** This section should be completed after the apprentice participates in an auction.

Check the box next to the phases of the auction in which the apprentice actively participated during the auction identified in Part I above:

- Drafting and executing a contract for auction services with the seller
- Preparation and lot division of goods to be sold
- Preparation of an advertising plan including an advertising budget and preparation of advertisements in various media
- The actual conduct of the auction sale, including bid calling
- Record keeping at the auction sale including the item or lot number, purchase number, and final selling price of items or lots sold
- Preparation and completion of final settlement after the auction sale
- Laws relating to bulk sales and the Uniform Commercial Code as it relates to auctioneering
- Laws relating to the regulation of auctioneers
- Brokerages
- Maintenance of records required by law