



## Information Technology Apprenticeship Overview

In order to create a pipeline of qualified IT professionals, the State of Ohio and OCSEA have entered into an agreement setting forth IT Apprenticeship program guidelines so agencies can create IT Apprentice training programs for their agency.

### Apprentices

- Must have at least 2 months related experience or have completed one college course related to Information Technology
- Open to internal and external candidates
- Full-time, project employees not to exceed 2 years

### Posting/Application

- Positions must be posted for a minimum of 10 days
- Candidates can apply through [careers.ohio.gov](https://careers.ohio.gov)
- Candidates must meet minimum qualifications and agency may elect to use a selection instrument
  - o Candidates do not need to exceed minimum qualifications since the program is intended to be a training program
  - o Agencies can email [compensation@das.ohio.gov](mailto:compensation@das.ohio.gov) for questions regarding minimum qualifications and selection

### Apprenticeship

- Agencies should email the Office of Talent Management at [compensation@das.ohio.gov](mailto:compensation@das.ohio.gov) to begin the process of creating a formalized apprentice program at their agency.
- OTM will work with your agency in conjunction with JFS/Ohio State Apprenticeship Council (OSAC) to create an approved apprenticeship program specific to your agency.
- Should be a blend of on-line learning, instructional learning, and on the job work experience/job shadowing
- OTM will work with your agency to develop a formalized feedback process to ensure participants in the program have regular feedback.

## College Intern vs. IT Apprentice

College Intern: Part-time, unclassified, temporary positions reserved for students enrolled in college to gain relevant skills through practical experience and job shadowing.

Apprentice: Full-time, OCSEA, project positions intended for people who may not have completed a college degree or people who wish to gain new skills in order to change career tracks. These formal apprentice programs pair apprentices up with experienced employees/managers who are subject matter experts in their area..

### Sample Apprentice programs:

#### DAS Information Security IT Apprentice

Instruction (225 hours)- eLearning using Learning OnDemand

On-the-job training (>2,000 hours)

- Vulnerability Management (500 hours)
- Security Operations (500 hours)
- Security Incident & Response (500 hours)
- Governance, risk, and Compliance (500 hours)

#### DAS Information Technology Specialist

Instruction (230 hours)- eLearning using Learning OnDemand

On-the-job training (>2,000 hours)

- Server Administration & Troubleshooting (1000 hours)
- Server Monitoring (200 hours)
- Server Remediation (300 hours)
- Server Patching (500 hours)