FACT SHEET
IT Generalist/ Network Administration

WHY HIRE AN APPRENTICE?

- Build a talent pipeline of highly skilled employees.
- Lower costs of advertising and recruiting.
- Reduce turnover rates.
- Enhance employee loyalty and motivation.
- Invest in talent that can keep pace with the latest industry advances.
- Solution for workforce retirements of highly skilled and experienced workers.
- Create career pathway for employees.
- Apprentices can play a role in future recruiting of talented employees.

WHAT EMPLOYER CAN PARTICIPATE?

- Any employer needing to hire entry/mid-level employees.
- Apprentice can be a new hire or a current employee.
- No minimum or maximum number of apprentices required.

WHAT IS HARPER'S REGISTERED APPRENTICESHIP PROGRAM?

- Registered Apprenticeship (RA) Program is a Harper College Associates in Applied Science (AAS) Degree in Computer Information Systems with concentration in Network Administration.
- 2-year program.
- Upon successful completion, a National RA Certificate is awarded.
- Harper is the Registered Apprenticeship Program Sponsor handling all paperwork.

HOW TO START?

- Sign agreement with Harper to participate in the RA Program.
- Hire an apprentice prior to the start of semester.
- Negotiate <u>starting</u> salary with apprentice.

WHAT ARE THE DETAILS FOR EMPLOYERS?

- Hire an apprentice full time and pay wages/ benefits while apprentice is on the job and in the classroom.
- Pay the cost of the Registered Apprenticeship (RA) program at Harper College.
- Provide experienced mentor On the Job Training (OJT) component of the RA program.
- Apprentices cannot work at employer on days they are required to be at Harper College.
- Apprentices cannot work more than a 40-hour week while classes are in session (OJT plus course work).
- Permit apprentice to attend RA Program classes.
- Give apprentice annual salary increases until RA program completion to reflect skill and knowledge increase.
- Track apprentice hours and progress with competencies.
- *Optional:* Employer <u>may</u> contract with apprentice to remain an employee 1 – 2 years after
- completion of Registered Apprenticeship program.
- *Optional:* Employer <u>may</u> contract with apprentice to repay any costs of RA program invested in their education to date if employer terminates their employment, apprentice fails a course, or apprentice decides to quit and does not complete the RA Program.

HARPER COLLEGE RESPONSIBILITIES

- Provide the AAS degree curriculum (Related Technical Instruction) component of the Registered Apprenticeship program.
- Meet 3 semesters/year. Apprentice attends class on Tuesday and Thursday; works at employer Monday, Wednesday, and Friday.
- Classes taught by qualified Harper faculty.
- Tutor for apprentices as needed.
- Coaches meet regularly with apprentices to follow their academic progress.
- Provide free mentorship training for employer mentors/staff.

HOW MUCH DOES IT COST?

- Total RA Program cost: $2,500/semester per apprentice while enrolled. Total cost is $15,000.
- Employer invoiced each semester (6 total) while the apprentice is enrolled in courses.

CALL THE OFFICE OF APPRENTICESHIP TODAY
847-925-6630
http://www.harpercollege.edu/apprenticeship