WHY HIRE AN APPRENTICE?

- Build a talent pipeline for highly-skilled employees with industry credentials.
- 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 IT Generalist.
- Any employer with a new hire or a current employee.
- No minimum or maximum number of apprentices required.
- Do not need to be located in Illinois or in the Heartland Community College district.

WHAT IS HEARTLAND'S REGISTERED APPRENTICESHIP (RA) PROGRAM?

- The IT Generalist Registered Apprenticeship (RA) is a 2-year program.
- Upon successful completion, a Computer Networking CISCO Academy Certificate, Computer Networking Cyber Security Certificate, Computer Support Specialist Certificate, CompTIA A+, CompTIA Network+, CISCO Certified Network Associate, and a Heartland Community College AAS is awarded.
- Program courses (total of 23 courses, 60 credits) are scheduled during semesters.
- Heartland Community College is the Registered Apprenticeship Program Sponsor handling all Paperwork.

HOW TO START?

- Sign agreement with Heartland Community College to participate in the RA Program.
- Hire an apprentice prior to start of program.
- Negotiate starting 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 Heartland Community College.

- Provide experienced mentor for the On-the-Job Training (OJT) component of the RA program.

- Apprentice cannot work more than a 40-hour week while classes are in session (OJT plus course work).

- Permit apprentice to attend RA Program classes.

- Meet regularly with the Office of Apprenticeship coaches.

- Give apprentice annual salary increases until RA program completion to reflect skill and knowledge increase.

- Track apprentice hours and progress using competencies.

- *Optional:* Employer may contract with apprentice to remain an employee 1 – 2 years after completion of Registered Apprenticeship program.

- *Optional:* Employer may 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.

HEARTLAND COMMUNITY COLLEGE RESPONSIBILITIES:

- Provide the the approved Registered Apprenticeship curriculum.

- Courses scheduled each semesters, 3 semesters each year.

- Classes taught by qualified Heartland faculty.

- Tutor for apprentice as needed.

- RA coaches meet regularly with apprentice at Heartland Community College to ensure his/her academic progress.

- RA coaches consistently visit employers and share academic progress of their apprentice.

- Provide free Train-the-Trainer program for employer mentors/staff.

HOW MUCH DOES IT COST?

- Total RA Program cost is finalized with participating employers based on the coursework and length of the apprenticeship and covers tuition, books, and wrap-around support.