



Skilled Trades Professional Development Program

Creating a pathway for eligible employees to increase their potential for career advancement.

Program Purpose

The Skilled Trades Professional Development Program is a high-performance learning journey designed for employees to achieve their professional career aspirations through relevant, engaging learning experiences.

Program Duration

- This is a two-year program.
- At the conclusion of the program, trainees will move to the new title and have intermediate-level knowledge and skills related to the that title.

Standard Curriculum

Selected employees will complete an assigned course curriculum track on their own time.

- Curriculum tracks consist of eLearning & ILT courses applicable to five trade series.
- Curriculum tracks are appropriate for each job level within a trade series and specialization.
- Employee time commitment: Approximately 2 hours of required coursework each week.*

**Approximately 4 hours of additional time for independent study and review – study time may vary depending on the learner.*

On-the-Job Training (OJT)

The course curriculum is reinforced by hands-on training instructed and supported by mentors during normal work hours.

- Structured OJT (SOJT) in a controlled training lab learning environment.
- Practical OJT (POJT) in a field practice learning environment.

OJT Task Assessments

Specific hands-on OJT Task Assessments are practiced, performed, tracked, and recorded in CMS.

- OJT Task Assessments are observed and performed by Manager and Mentor.
- OJT Task Assessments are pass/fail with multiple attempts during training period.

Incentives

- Trainees will receive 2.5% base pay rate increase after completing the program curriculum and structured-on-the-job training (SOJT) components.
- Trainees will move to their new title after completing their practical on-the-job training (POJT).*

**In accordance with article 41.4 of the Agreements between The Ohio State University and CWA Local 4501.*

Training Openings

- The University is committed to offering 25 training openings during the contract period.
- The number and type of positions are determined by business unit needs.
- On or before the program start date, employees will be transferred to the shop/manager sponsoring the training program.

Programs Offered November 2024

- Facilities Building Systems Associate
- Facilities Electric & Electronic Systems Associate
- Facilities Maintenance Technician
- Facilities Maintenance Technician Senior
- Facilities Mechanical Systems Technician – Plumbing & Steam Fitting
- Facilities Mechanical Systems Technician – Rotating Equipment

Employee Tax Liability

- The university will pay all course related fees (approximately \$1,000 annually).
- In accordance with IRS guidelines, course-related fees will be reported as income and applicable taxes will be deducted from the employee's paycheck over the course of six pay periods.*

**In general, tax is withheld at the supplemental rate, currently 29.45%*

Classes begin November 18, 2024

Apply Today!

Skilled Trades Professional Development Program

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Eligible Employee Criteria

- Able to perform the essential functions of their current position.
- Are not on probation.
- Are not in active correction action
- Received a “meets/achieves” or “exceeds/excels on their last performance Review.

Important Program Dates

- By September 9, 2024: Employee submits completed application.
- By September 9, 2024: Current/former manager submits reference form.
- Between mid-September and early October 2024: Eligible employees will interview for a training position.
- By October 14, 2024: The university will announce the employees who have been selected to participate in the training program.
- Between October 21st and November 15th: participants will participate in program orientation.
- On November 18, 2024: Participants will start the Skilled Trades Professional Development Program.

Application Requirements

Employees must submit:

- A [Skilled Trades Application](https://go.osu.edu/skilled_trades_program_application) at https://go.osu.edu/skilled_trades_program_application
- A letter of recommendation from their current or previous manager.*

**Upon the receipt of the employee's application, Managers will receive a request to submit the Letter of Recommendation form.*

Application Deadline

All application Materials must be received by:

September 9, 2024.*

** It is the employee's responsibility to follow-up with their current or previous manager to ensure they submit a completed reference form by the deadline.*

Questions?

Contact Facilities Operations & Development
Learning & Development Department
Email: Ap-FacilitiesLD1@osu.edu

Information Sessions

Interested? Attend an information session to learn more.

Tuesday, August 13, 2024, 12:30-1:30pm: Fontana Laboratories, 140 W 19th Ave., Room 2100

Wednesday, August 14, 2024, 7:00am-8:00am; Graves Hall, 333 W 10th Ave., Room 1069

Wednesday, August 14, 2024, 8:15am-9:15am; Graves Hall, 333 W 10th Ave., Room 1069

Tuesday, August 20, 2024, 7:00am-8:00am; Orton Hall, 155 S Oval Mall, Room 110

Tuesday, August 20, 2024, 2:00pm - 3:00pm; Biomedical Research Tower (BRT), 460 W. 12th Ave., Room 115

Tuesday, August 20, 2024, 3:30pm - 4:30pm; Biomedical Research Tower (BRT), 460 W 12th Ave., Room 115

Monday, August 26, 2024, 8:00am-9:00am; Enarson Classroom Building, 2009 Millikin Rd., Room 204

Monday, August 26, 2024, 9:30am-10:30am; Enarson Classroom Building, 2009 Millikin Rd., Room 204

Monday, August 26, 2024, 1:30pm-2:30pm; Enarson Classroom Building, 2009 Millikin Rd., Room 222

Monday, August 26, 2024, 4:00pm-5:00pm; Enarson Classroom Building, 2009 Millikin Rd., Room 222

Tuesday, August 27, 2024, 7:00am-8:00am; Enarson Classroom Building, 2009 Millikin Rd., Room 243

Tuesday, August 27, 2024, 4:00pm-5:00pm; Enarson Classroom Building, 2009 Millikin Rd., Room 243

Thursday, August 29, 2024, 8:00am-9:00am; Fontana Laboratories, 140 W 19th Ave., Room 2100

