

Appendix “D”

Summary of Roles in the NITAS System

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CompTIA/NITAS Role: NITAS is administered by the Computing Technology Industry Association, Inc. (CompTIA), on behalf of the Information Technology (IT) industry. CompTIA is a not-for-profit trade association that provides the IT community with standards in the areas of Internet-enabled service provision, e-commerce, vendor-neutral IT technical certification, IT Project Management, CRM, public policy, workforce development and training. Representing the converging computing and communications market, CompTIA has more than 9,000 corporate members in 63 countries, and thousands of individual professional members. Almost half a million individuals worldwide have earned CompTIA certifications. Additional information is available at www.comptia.org.

Under CompTIA's administration NITAS enables employer organizations to *build and develop* their workforces using the time-tested principles of apprenticeship. The NITAS program provides the methodology, infrastructure and industry skill standards required for the planning, delivery and management of both instructor-led-training (ILT), on-the-job learning (OJL) and business benefit attainment which are key aspects of the apprenticeship process.

U.S. Department of Labor (USDOL) Role: The USDOL's, Office of Apprenticeship (OA) will serve as the Registration Agency for the CompTIA/NITAS Apprenticeship Program. The OA will provide skills credentials and recognition for Completion of Apprenticeship to those individuals certified by CompTIA/NITAS as having completed all requirements specified under each recognized apprenticeable occupation in the program sponsors registered Standards of Apprenticeship.

NITAS Sponsor: An employer organization that has registered with NITAS for implementation of apprenticeship within the organization. An organization registers by completing an online registration form and paying an annual fee based upon the size of the organization and number of apprentices in the system. By registering with NITAS, the organization may also simultaneously register with the USDOL which is the official Apprenticeship Quality Compliance body for apprenticeship programs in the United States.

NITAS and USDOL will jointly recognize the apprentices who complete apprenticeship by issuing a certificate upon completion.

When an employer becomes a NITAS sponsor, an iteration of the system will be made available to the employer at: "www.sponsor.nitas.us". This iteration is

where all apprentice records, tracking of apprentices, and reporting of apprentices occurs.

NITAS Apprentice: An individual employed by a NITAS sponsor organization and who is registered with NITAS for a specific apprenticeship track.

A NITAS Apprentice will receive:

- On-the-job learning (OJL) under the guidance of experienced and qualified personnel
- Occupation-specific education/technical instruction
- Training and Certifications that meet industry-endorsed IT Skill Standards
- A web-based system that will record and track your experience, knowledge and skill sets in IT career concentrations

Coach/Mentor: An experienced individual employed or contracted by a NITAS Sponsor organization that is responsible for mentoring one or more apprentices on-the-job. Either a Sponsor or a Sponsor designated Consultant can assign a Coach to an Apprentice. A Coach's role includes monitoring an apprentice's progress, recording discussions, and conducting regular meetings with Apprentices to impart OJL.

NITAS Consultant: An individual who works with a NITAS organization to mentor and administrate apprentices in a sponsoring organization. A consultant must be trained by NITAS on use of the infrastructure and how to mentor apprentices. Upon completion of training, a NITAS consultant is capable of working with an employer to customize what additional training is necessary for the employer's apprentices, can create custom qual cards for the employer, can act as a mentor to assure that qual cards are completed by the apprentice, and will assist the organization in managing and reporting progress of the apprentices. Any fees associated with these services are negotiable between the employer and the consultant.

NITAS Content Provider: An organization (secondary and post secondary educational institution, community college, technical and/or trade school) certified by CompTIA/NITAS, that offers related training classes, material and resources that relate to one of the NITAS IT concentrations.

A Content Provider could be an IT vendor who has certifications required for concentrations, who wishes to include their content to be offered to Employers and Apprentices, or publishers of content who wish their courseware to be included in the NITAS programs.