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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2025-63 |
| **DATE**  April 04, 2025 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

**FROM:** JOHN V. LADD /s/

Administrator, Office of Apprenticeship

**SUBJECT:** New NOF Apprenticeable Occupation: IT Generalist

1. **Purpose.** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of the following new National Occupational Framework (NOF) to an apprenticeable occupation: IT Generalist.
2. **Action Requested.** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

IT Generalist will be added to the List of Occupations Recognized as Apprenticeable by OA located on www.apprenticeship.gov. A suggested Work Process Schedule and Related Instruction Outline are attached.

1. **Summary and Background.**
   1. Summary – IT Generalist was submitted by Mr. Zachary Boren, Senior Policy Program Manager on behalf of Urban Institute, were processed by Joseph Jenkins and approved by the OA Administrator on February 21, 2025.

The National Office has approved a new National Occupational Framework (NOF), developed in partnership with the Urban Institute. This NOF has met industry standards and approval; it covers job titles and occupational pathways, related functions and performance criteria, as well as academic, workplace and personal competencies for job success. While use of NOFs in developing standards utilizing the national training approach is voluntary, no additional vetting of a Work Process Schedule (WPS) utilizing the NOF should be required where a program aligns to the occupational framework described in a NOF, beyond the basic requirements set forth in 29 CFR Part 29. While on-the-job learning (OJL) is ordinarily outlined in the WPS, sponsors who utilize a NOF must develop the Related Instruction Outline, which should be included in the standards.

However, OA encourages the use of all core competencies to be included in the approved WPS.

* 1. Background –

***New/Revised Occupation Background -*** Under 29 CFR section 29.4, an occupation for a RAP must meet the following criteria to be determined apprenticeable:

1. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the job supervised learning:
2. Be clearly identified and commonly recognized throughout an industry;
3. Involve the progressive attainment of manual, mechanical, or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
4. Require related instruction to supplement the on-the job learning.
5. **New NOF Apprenticeable Occupation.** The occupation IT Generalist was submitted for an apprenticeability determination.

IT Generalist  
O\*NET-SOC CODE: 15-1232.00

RAPIDS Code: 1059

Type of Training: Time-based, Hybrid, Competency-based

Term Length: Time-based 2,000 hours, Hybrid 2,000-3,000 hours, Competency-based 1 year

IT Generalist perform the following duties:

* Set up and upgrade software
* Create and manage networks and systems
* Troubleshoot user problems
* Perform routine maintenance and inspections
* Maintain functioning IT equipment
* Ensure information and IT infrastructure security
* Uphold company policies regarding data use, security, and redundancy

1. **Inquiries** If you have any questions, please contact Douglass McPherson, Acting Director, Division of Standards and Quality at (202) 693-3783.
2. **Attachments.**

