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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2025-92 |
| **DATE**  May 19, 2025 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

**FROM:** MEGAN BAIRD /s/

Acting Administrator, Office of Apprenticeship

**SUBJECT:** New Apprenticeable Occupation: Digital Archivist

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 apprenticeable occupation: Digital Archivist
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.

Digital Archivist 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 – The occupation Digital Archivist was submitted by Sonia Dowuona, Operations Director, on behalf of The Alliance for Media Arts + Culture, were processed by Kirk Jefferson and approved by the OA Administrator on May 16, 2025.
   2. 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 Apprenticeable Occupation.** The occupation Digital Archivist was submitted for an apprenticeability determination.

Digital Archivist

O\*NET-SOC CODE: 25-4011.00

RAPIDS Code: 4005

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

Term Length: Time-based 2000, Hybrid 2,000 – 4,000, Competency-based 1 Year

Digital Archivist performs the following duties:

* + Understands how to separate, rehouse, and store physical media items and artifacts including print material, garments, and equipment;
  + Demonstrate an understanding of data security principles to protect digital assets from unauthorized access and data breaches; and
  + Ensure that access protocols respect the dignity, privacy, and cultural heritage of these communities, while fostering equitable representation and empowering them to share their narratives.

1. **Inquiries.** If you have any questions, please, contact Kirk Jefferson, Apprenticeship & Training Representative at 202-693-3399.
2. **Attachments.**

