



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 number and type of positions are determined by business unit needs.
- On or before the program start date, employees will transfer to the shop/manager sponsoring the training program.

Sponsoring Unit – FOD Operations

- Facilities Mechanical Rotating Equipment Technician
- Facilities Mechanical Rotating Equipment Technician Senior
- Facilities Renovation and Restoration Technician Senior – Carpentry Specialization
- Facilities Renovation and Restoration Technician Senior – Finishing Specialization

Sponsoring Unit – FOD Operations, Wexner Medical Center Facilities

- Facilities Maintenance Technician Senior

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 September 6, 2026

Apply Today!

Skilled Trades Professional Development Program

Courses begin September 6, 2026

Apply Today!

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 May 29, 2026: Employee submits completed application.
- By May 29, 2026: Current/former manager submits reference form.
- June to mid_July2026: Eligible employees' interview for a training position.
- By August 3, 2026: The university announces selected program participants.
- August 2026: participants attend program orientation.
- September 6, 2026: Participants begin the Skilled Trades Professional Development Program.

Application Requirements

Employees must submit:

- A [Skilled Trades Application](https://go.osu.edu/skilled_trades_program_applicati) at https://go.osu.edu/skilled_trades_program_applicati on.
- 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:

May 29, 2026.*

** 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.*

Information Sessions

Interested? Attend an information session to learn more.

Thursday, May 7, 2026, 8:00am-9:00am: 1100 Kinnear Rd, Room 114

Thursday, May 7, 2026, 10:00am-11:00am; Enarson Classroom Building, 2009 Millikin Rd., Room 0018

Thursday, May 7, 2026, 3:00pm-4:00pm; Enarson Classroom Building, 2009 Millikin Rd, Room 0018

Tuesday, May 19, 2026, 1:00pm-2:00pm; **Zoom Session***

Wednesday, May 20, 2026, 1:00pm - 2:00pm; **Zoom Session***

Thursday, May 21, 2026, 2:00pm - 3:00pm; Graves Hall, 333 W 10th Ave., Room 1187

Thursday, May 21, 2026, 3:30pm-4:30pm; Graves Hall, 333 W 10th Ave, Room 1187

***Zoom sessions** require registration through BuckeyeLearn:

1. Visit <https://buckeyelearn.osu.edu>
2. Search for “**2026 Skilled Trades Professional Development Program Overview.**”

After registering, you will receive an Outlook calendar invitation that includes the Zoom meeting link.

Questions?

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

