INCAP
INDIANA CAREER APPRENTICESHIP PATHWAY

FOR HIGH SCHOOLERS

TECH/IT

APPRENTICESHIP PROGRAM OCCUPATION PROFILE:

IT PROJECT COORDINATOR

IT Project Coordinators help plan and deliver technology projects that keep organizations running smoothly. They track tasks, coordinate team members, manage documentation, and keep stakeholders informed. The IT Project Coordinator apprenticeship offers a paid, hands-on path into one of the most versatile roles in the technology industry.

This occupation is ideal for a student who:

- Enjoys organizing, planning, and keeping groups of people on track.
- Is curious about how technology projects get designed and built.
- Communicates clearly and can balance multiple tasks at once.
- Enjoys working and interacting with people.

What is the average starting hourly wage for this apprenticeship?

The salary varies by employer, but the range for the typical starting wage in the first year is **$13-17/hour**. Apprentices are employees and fall under their employer's policies for benefits, performance reviews, and salary increases.

What do apprentices do during their apprenticeship?

The first year of the apprenticeship starts with training at an intercompany training center and job shadowing. As students gain skills and confidence, they will take on increasingly involved projects. Examples of tasks include:

- **11th Grade:** Meeting support, action item tracking, scheduling assistance, and project documentation
- **12th Grade:** Status reporting, stakeholder updates, risk log maintenance, and supporting project planning

What are some of the skills students learn on the job?

- Project planning, scheduling, and work breakdown structures
- Stakeholder communication and meeting facilitation
- Risk and issue tracking and documentation
- Project management tools (e.g., Microsoft Project, Jira, Smartsheet)
- Change control and quality management basics
- Applied AI for project productivity and documentation

TYPICAL SCHEDULE

What year in school do students begin this apprenticeship?

11th grade

How long does this apprenticeship last?

Two years (year-round)

How many days each week do students participate in the apprenticeship?

11th grade: Three days/week — one in an intercompany training center, two with their employer

Summer between 11th and 12th grades: Five days/week with their employer

12th grade: Four days/week — one in an intercompany training center, three with their employer

Summer after 12th grade: Five days/week with their employer

What hours do students work during their apprenticeship?

Employers and apprentices work together to identify individual schedules. However, apprentices should expect to spend full eight-hour days with their employer.

What classes do students take at their high school to complete this apprenticeship?

Students are not required to take any specific courses at their high school because all coursework will be taught to apprentices during their time at the intercompany training center. However, students are encouraged to take related classes if available at their school. The only requirement for students is that their school schedule allows them to leave the school building to work while still completing the classes they need to graduate.

What credential does a student receive when they complete this apprenticeship?

Through this apprenticeship, students will meet the key requirements for Indiana's new Employment Honors Plus diploma seal: completing at least 650 hours of work-based learning and earning an INCAP credential, which is recognized by the Indiana Department of Education as a Credential of Value. The diploma seal and the INCAP credential will be recognized by businesses as indicators of industry experience, and the INCAP credential may count toward college credit in a related degree program. Students will also earn multiple industry-recognized certifications throughout their apprenticeship, including CompTIA Project+ and a CAPM (Certified Associate in Project Management) preparation credential.

If a student chooses to continue working after their apprenticeship, what jobs are they qualified for?

This program prepares an apprentice to be hired immediately into a position a step above many entry-level IT roles. Current examples include:

- Junior IT Project Coordinator/Project Administrator
- PMO (Project Management Office) Analyst
- IT Operations Coordinator
- Technology Business Analyst (entry-level)
- Program Coordinator (technology nonprofit or public sector)