SC CompTIA IWT Scholarship
A. Program Guidelines

SCOPE

This document provides guidance on the operation of the state's Incumbent Worker Training (IWT) program in partnership with CompTIA. Unless otherwise specified, the provisions outlined below apply to the state sponsored SC CompTIA IWT Scholarship program only.

PROGRAM OUTCOMES

Annually, there are almost 1,300 cyber related job openings in SC. The SC CompTIA IWT Scholarship is intended to increase the competitiveness of the employee by increasing worker skills, wages, advancement opportunities, and credential attainment in the cyber environment for desktop applications and security.

BUSINESS ELIGIBILITY

Employers applying for a CompTIA IWT Scholarship must meet the following requirements:

- Business is located in the state of South Carolina;
- Has at least one (1) full-time employee other than the owner of the business;
- Has a need for desktop or cyber security personnel;
- Is current on all state tax obligations; and
- Agrees to comply with the *SC CompTIA IWT Scholarship Program Guidelines* as outlined herein this document.

Training entities and city, county and state governments are not eligible for CompTIA IWT scholarships. Businesses receiving similar training services through other training providers may not be eligible for the CompTIA IWT Scholarship program if the training is a duplication of services already received.

INCUMBENT WORKER DEFINED

To qualify as an incumbent worker, the worker must meet the following requirements:

- Full time employee;
- Meets the Fair Labor Standards Act requirements for an employer-employee relationship;
- Has an established employment history with the employer for six months or more;
- Has an average or better understanding of the information technology environment; and
- Successfully completes pre-screening assessments.

Workers who are not eligible include:

- Employees who are placed through a staffing or temporary agency
- Independent contractors
- Part time employees
- Volunteers

TRAINING CAPABILITIES

Employers participating in the SC CompTIA IWT Scholarship program are required to enable access to the training, which may result in additional costs that are not covered by the scholarship.

HARDWARE / SUPPLY REQUIREMENTS

In order to participate and successfully complete the training, participants need to have the following:

1. Internet access with a minimum of 10 Mbps download and 1 Mbps upload speeds. Higher is always better.

A. Program Guidelines

2. Headphones and a microphone compatible with the computer that will be used for the duration of the training.
3. Computers with the minimum specifications:
    a. Windows: 1.4 GHz Intel Pentium 4 or faster processor (or equivalent), Windows 10, 8.1 (32-bit/64-bit) or Windows 7 (32-bit/64-bit), 512 MB of RAM (1 GB recommended),
    b. Mac OS: 1.83 GHz Intel Core Duo or faster processor, 512 MB RAM (1 GB recommended)

SCHEDULE REQUIREMENTS

Participants will spend a minimum of 11.5 hours per week participating in the course for the duration of the training. Participants will receive instructions from Pearson Vue the Friday after orientation to schedule certification examination. Finally, as a suggestion, employers should follow their employees' progression from registration through to certification.

TRAINING

CompTIA A+ and Security+ are online, self-paced training courses.

- CompTIA A+
    o 16-week program
    o Participants must complete the Wonderlic assessment prior to registration in order to participate in the training course
    o Designed for IT professionals responsible for remote help desk services and individuals launching careers in technical support and IT operational roles, in preparation for job such as Service Desk Analyst
- CompTIA Security+
    o 8-week program
    o Participants must complete Wonderlic and ITIQ assessments prior to registration in order to participate in the training course
    o Aligns with skill sets needed to support and manage IT infrastructure and basic knowledge of cyber security, in preparation for jobs such as Systems Administrator, Security Administrator, and Junior IT Auditor/Penetration Tester

In addition to self-paced learning, individuals have the opportunity to communicate with CompTIA certified experts either one-on-one or as part of scheduled live virtual workshops that focus on critical IT skills.

SCHOLARSHIPS

The CompTIA IWT Scholarship program provides funding for the CompTIA course and the final certification examination. The employer will not be reimbursed for any costs list below, including equipment, supplies, or services necessary for providing access to the training.

- Administrative costs incurred by the business/training consortium
- Trainee wages or travel
- Training equipment
- Purchase of any item or service that may be used outside of the training project (including computer equipment and non-training related software)

REPORTING REQUIREMENTS

All businesses approved for scholarships must sign an agreement with the Department of Employment and Workforce (DEW) before implementing the CompTIA IWT Scholarship program. Additionally, employees must sign a disclosure agreement prior to course orientation, allowing DEW to share information with CompTIA,

SC CompTIA IWT Scholarship
A. Program Guidelines

employers, SC's General Assembly and other relevant stake holders as well as allowing CompTIA to release progress and outcomes related to the course(s) and assessments to the Department of Employment and Workforce, and your employer. Finally, the business is required to submit an Employer Survey within 30 days of the training actual end date. The purpose of the survey is to help DEW determine the effectiveness of the program.

APPLICATION

The SC CompTIA IWT Scholarship program awards scholarships on a first-come, first-served basis. Employers interested in receiving a scholarship must complete an application, Form B. Employer Application, located at the following website: SC CompTIA IWT Scholarship Landing Page

ASSESSMENT

After submitting the Employer Application, employees listed on the employer's application must complete and submit Employee Eligibility Assessment form when it is emailed to employees and submit the completed form to workforcedevelopment@dew.sc.gov. Employers are typically in the best position to assess employee skills. However, due to the type of training, all employees identified as potential candidates for the SC CompTIA IWT Scholarship program must successfully complete up to two assessments prior to the start of training. The two assessments include *ITIQ Skills Evaluation*, gauging the employee's IT knowledge and the *Wonderlic Contemporary Cognitive Ability Test,* an assessment used to measure cognitive ability and problem-solving aptitude. After successful completion of the two assessments, the employer will be notified of scholarship approval.

AGREEMENT

Following successful completion of employee assessments, employers will receive Agreement Packet from DEW. Submit completed form to workforcedevelopment@dew.sc.gov.

ORIENTATION

After Employer submits the completed agreement packet, DEW will notify CompTIA. CompTIA will then email the employee providing instructions to register for a mandatory ninety (90) minute orientation session. Admission to the program is not complete until employee complete a mandatory orientation session, which occurs every 30 days on Mondays, 9:00 AM or 3:00 PM. Once orientation is complete, eligible, enrolled participants will receive an email from CompTIA with the required training materials and instructions to join CompTIA's online platform, Canvas, to start their respective training periods.

The orientation and training schedule is as follows:

A+				SECURITY+			
WEEKS: 16	DAYS: 112	MONTHS: 4		WEEKS: 8	DAYS: 56	MONTHS: 2	
LAST DAY TO REGISTER	ORIENTATION DATE	SESSION START DATE	SESSION END DATE	LAST DAY TO REGISTER	ORIENTATION DATE	SESSION START DATE	SESSION END DATE
2/25/2022	3/7/2022	3/14/2022	6/27/2022	2/25/2022	3/7/2022	3/14/2022	5/2/2022
3/25/2022	4/4/2022	4/11/2022	7/25/2022	3/25/2022	4/4/2022	4/11/2022	5/30/2022
4/22/2022	5/2/2022	5/9/2022	8/22/2022	4/22/2022	5/2/2022	5/9/2022	6/27/2022
5/27/2022	6/6/2022	6/13/2022	9/26/2022	5/27/2022	6/6/2022	6/13/2022	8/1/2022
7/1/2022	7/11/2022	7/18/2022	10/31/2022	7/1/2022	7/11/2022	7/18/2022	9/5/2022
7/22/2022	8/1/2022	8/8/2022	11/21/2022	7/22/2022	8/1/2022	8/8/2022	9/26/2022
9/2/2022	9/12/2022	9/19/2022	1/2/2023	9/2/2022	9/12/2022	9/19/2022	11/7/2022
9/23/2022	10/3/2022	10/10/2022	1/23/2023	9/23/2022	10/3/2022	10/10/2022	11/28/2022

Figure 1 Cohort Dates

CERTIFICATION EXAM

Friday after orientation, and before the employee starts the course, the employee should expect to receive an email from CompTIA with explicit instructions to register for the final certification examination. The final certification examination is conducted by Pearson Vue. The instructions will offer the employee directions for a virtual or in-person examination, dependent on the proximity of the employee's location to the examination location. Neither CompTIA nor DEW will have access to the outcome of the examination. Please instruct your employee to notify the employer and DEW of the employee's outcome so that DEW will be able to report this information as necessary.