

Education and Training Provider Name: Cicero & Koughan P.L.L.

Academic Program Name: Registered Apprenticeship

Occupational Sector: office & administrative support

Occupation(s): legal secretary (43-6012.00)

Address/Location: 500 East Fifth St, Ste 100, Dayton, OH 45402

Length of Program / Duration: 2000 hours

Type of Attainment: Ohio State Apprenticeship Council Certificate of Completion of Apprenticeship

Program Entry/Start: The schedule for taking applications varies. Please contact the sponsor for this information.

Program Description/Synopsis: Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.

Program Pre-Requisites:

- > **Age:** 18 (16 if in school-to-apprenticeship)
- > **Existing employment with sponsor:** Not Required
- > **High school / GED:** Required
- > **Driving license:** Not Required
- > **Clean criminal record:** Not Required
- > **Previous experience:** (Not specified.)
- > **Miscellaneous:** 16 years old if in school-to-apprenticeship; aptitude test

Program Accreditation: Registered Apprenticeship program approved by the Ohio State Apprenticeship Council

Program Training Capacity: Varies based on industry demand, and is determined by the training provider.

Tuition/Cost: Varies based on industry demand, and is determined by the training provider.

Registration Fee: (Not applicable.)

Completions to Date: 0

Current Enrollment: 1

Completion Rate: [NA: no exits to date]

Job Placement: Registered apprentices are full-time employees.

Non-Credit Certificate Program: Yes

Program Phone Number: 937-424-5390