



# ApprenticeshipUSA

## Appendix D

### QUALIFICATIONS AND SELECTION PROCEDURES

#### ADOPTED BY



**Wolverine Power Supply  
Cooperative, Inc.**  
10125 W. Watergate Rd  
Cadillac, MI 49601

and




**International Brotherhood of  
Electrical Worker, Local 876**  
200 Greenfield Street  
Edmore, MI 48829

DEVELOPED IN COOPERATION WITH THE  
U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP

APPROVED BY:

BY:

  
Russell W. Davis, Michigan State Director  
Office of Apprenticeship  
UNITED STATES DEPARTMENT OF LABOR

Approval Date:

6/1/2017

RAPIDS Program Number:

2017-MI-798

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR § 60-3) or 29 CFR § 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.



# ApprenticeshipUSA

## **SECTION I - MINIMUM QUALIFICATIONS**

Applicants will meet the following minimum qualifications:

A. Age

Minimum age qualification required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 18 years.

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicant must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

## **SECTION II - APPLICATION PROCEDURES**

- A. Applicants will be accepted throughout the year. Every person requesting an application will have one made available upon signing the applicant log.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race, ethnicity, and sex and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by a Program Sponsor.
- D. Receipt of the properly completed application form along with required supporting documents (driver's license, birth certificate, or other acceptable proof of age; copy of high school diploma, GED certificate, or other acceptable documentation of education) will constitute receipt of a completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be notified in writing of their disqualification and of the appeal rights available to them. No further processing of such applications will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified of enrollment.



# ApprenticeshipUSA

## **SECTION III - SELECTION PROCEDURES**

The sponsor has adopted an alternative selection procedure, consistent with the requirements set forth in 29 CFR § 30.10(b):

Participating utilities may select apprentices in a manner prescribed by a collective bargaining agreement where such exists or by the participating utilities' established promotion policy. If required by law, the participating utilities adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the participating utility concludes, in accordance with the provisions of 29 CFR § 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journeyworker occupations represented by the program.

Participating utilities also wish to invoke the direct entry provision without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. Participating utilities will award credit for previous experience in accordance with Section X of these standards and will pay each apprentice at the wage rate as prescribed by the applicable collective bargaining agreement or by the participating utilities' established compensation policy. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

- A. A military veteran who is registered with the Helmets to Hardhats program or has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Utility Lineworker Industry** may be given direct entry into the apprenticeship program. The Joint Apprentice Training Committee (JATC) shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate program step. The JATC will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- B. An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements. The JATC will evaluate the training received to grant appropriate credit on the term of apprenticeship. Entry of pre-apprenticeship candidates shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***



# ApprenticeshipUSA

## SECTION VII - OFFICIAL ADOPTION OF SELECTION PROCEDURES

Wolverine Power Supply Cooperative, Inc. and IBEW 876 hereby officially adopt these selection procedures on this 21st day of April 2017.

*Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.*

Zachary A. Anderson  
Signature of Management (designee)

C4/CLK  
Signature of Labor (designee)

Zachary A. Anderson  
Printed Name

Chad Clark  
Printed Name

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Signature of Management (designee)

\_\_\_\_\_  
Signature of Labor (designee)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name