

# ApprenticeshipUSA

## STANDARDS OF APPRENTICESHIP

DEVELOPED 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

FOR THE OCCUPATION(S) OF

**RAPIDS Code**  
**0281**

**Occupation**  
**Utility Lineworker (Line Erector)**

**O\*NET Code**  
**49-9051.00**

APPROVED BY  
U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP



BY:

  
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Office of Apprenticeship  
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IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP  
ESTABLISHED BY THE SECRETARY OF LABOR



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## FOREWORD

These Wolverine Power Supply Cooperative, Inc. (Wolverine) and International Brotherhood of Electrical Worker, Local 876 (IBEW 876) (the Program Sponsors) apprenticeship standards have as their objective the training of employees skilled in all phases of the industry. The Program Sponsors recognize that in order to accomplish this objective, there must be well-developed, on-the-job learning combined with related instruction.

This recognition has resulted in the development of these apprenticeship standards. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the Program Sponsors can work to establish a registered Apprenticeship Training Program that meets the particular needs of the participating utilities.



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## **SECTION I – PROGRAM ADMINISTRATION**

Program Sponsors are responsible for the administration of all aspects of the Registered Apprenticeship Training Program (the Program). The Program Sponsors (Wolverine and the IBEW 876) will establish a Board of Governors (BOG) and a Joint Apprenticeship and Training Committee (JATC) to carry out the responsibilities and duties required of the Program Sponsors as described in these Apprenticeship Standards.

### **Responsibilities of the BOG**

- A. Establish and maintain a trust fund known as the BOG Trust Fund.
- B. Oversee the JATC.
- C. Select JATC representatives.
- D. Review related instruction.
- E. Determine the location and cost responsibilities for make-up work, as necessary.
- F. Resolve all complaints and disputes regarding advancements.
- G. Approve or reject JATC recommendations related to an apprentice's unsatisfactory progress.
- H. Ensure program registration with the Registration Agency.
- I. Review quarterly report from JATC.

### **Responsibilities of the JATC**

- A. Ensure that all apprentices are under written apprenticeship agreements.
- B. Review and recommend apprenticeship activities in accordance with this Program.
- C. Establish requirements and assess performance in the on-the-job learning.
- D. Review training of journeyman linemen to ensure quality on-the-job learning.
- E. Provide quarterly reports to BOG and Program participants regarding advancement and training.
- F. Maintain registration of the local apprenticeship standards with the Registration Agency.
- G. Arrange evaluations of each apprentice's progress in manipulative skills and technical knowledge.
- H. Maintain records of all apprentices, showing education, experience, and progress in learning the occupation.
- I. Certify to the Registration Agency that apprentices have successfully completed the Program.
- J. Notify, within 45 days, the Registration Agency of all new apprentices to be registered, credits granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations with explanation of causes.
- K. Supervise all provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties identified in the Standards of Apprenticeship. Cooperate with public and private agencies, which can be of assistance



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in obtaining publicity to develop public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and journeyman lineman.

- L. Provide each apprentice with a copy of these standards, along with any applicable written rules and policies. Require each apprentice to sign an acknowledgment receipt of same. Follow this procedure whenever revisions or modifications are made to the rules and policies.
- M. When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the JATC will make a recommendation to the Board of Governors to determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found in the course of this determination that the apprentice does not have the ability or desire to continue the training to become a journeyman lineman, the BOG will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in 29 CFR § 29.7(h)(1)(2)(i) and (ii).

## **Structure of the Board of Governors (BOG)**

- A. Members of the BOG each will be selected by the respective Program Sponsors. The term of office will be 5-years. A BOG member may serve successive terms.
- B. Membership will be composed of three Wolverine representatives and three IBEW representatives.
- C. The members of the BOG will select a Chairperson and a Secretary from among the (6) members of the BOG. The Chairperson and Secretary will alternate between the sponsors annually, with one sponsor holding one position at a time.
- D. A member may be replaced by the Program Sponsor he or she represents.

## **Administrative Procedures**

- A. BOG will conduct meetings as frequently as needed, not less than two (2) times per year.

## **Structure of the Joint Apprenticeship and Training Committee (JATC)**

- A. Members of the JATC will be selected by the Board of Governors to represent their respective organizations. The term of the office shall be for four-year staggered terms. A JATC member is allowed to serve successive terms.
- B. Membership will be composed of three Wolverine representatives and three IBEW 876 representatives.
- C. The members of the JATC will select a Chairperson and a Secretary from among the (6) members of the JATC. The Chairperson and Secretary will alternate between the sponsors annually, with one sponsor holding one position at a time.
- D. Any member of the JATC may be replaced by the BOG. The replacement member will serve the remainder of the term of the JATC member being replaced.



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## **Administrative Procedures**

- A. The JATC will select a chairperson and a secretary and will determine the time and place of regular meetings. Meetings will be held as frequently as needed to effectively manage the Program, but not less than once per quarter, for a minimum of four (4) per year. Written minutes of the meetings will be kept.
- B. The members of the JATC will have the power to vote on all questions affecting the Program and make recommendations to the BOG.
- C. Consultants may be invited to attend meetings of the JATC but shall have no official voice or vote.
- D. The JATC may establish, as necessary, joint subcommittees to be similarly constituted and selected to assist in the operations of the Program.

## **SECTION II - EQUAL OPPORTUNITY PLEDGE - 29 CFR §§ 29.5(b)(21) and 30.3(b)**

Wolverine, IBEW 876, and participating utilities will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. Wolverine, IBEW 876, and participating utilities will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30

## **SECTION III - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES - 29 CFR §§ 29.5(b)(21), 30.4, and 30.5**

Sponsors with 5 or more registered apprentices are required to adopt an affirmative action plan (Appendix C) and selection procedures (Appendix D), which will become part of these standards of apprenticeship. However, the Office of Apprenticeship encourages the development of these two plans for all programs regardless of apprentice numbers. For programs with fewer than 5 apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

## **SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP - 29 CFR § 29.5(b)(10)**

Applicants will meet the following minimum qualifications:

### A. Age

Minimum qualifications required by the Program Sponsors for persons entering the 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





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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 V - APPRENTICESHIP AGREEMENT - 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11)**

After an apprentice has been enrolled by the participating utility but before enrollment in related instruction, the apprentice will complete a written Apprenticeship Agreement (see Appendix B), which can be submitted electronically through the Registered Apprenticeship Partners Information Data System (RAPIDS) using the Apprentice Electronic Registration process. Wolverine, as administrator, shall provide a copy of the Apprenticeship Agreement to the apprentice, the Registration Agency, the participating utility, and the IBEW 876 or other applicable labor union. An additional copy will be provided to the veteran's state approving agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each apprentice will be given an opportunity to read and review these standards, the Program Sponsor's written rules and policies, the Apprenticeship Agreement, and the sections of each apprentice's participating utility's Collective Bargaining Agreement (CBA) that pertain to apprenticeship.

The Registration Agency will be advised within 45 days of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

## **SECTION VI - SUPERVISION OF APPRENTICES AND RATIOS - 29 CFR § 29.5(b)(14) and 29 CFR § 29.5(b)(7)**

No apprentice shall work without proper or adequate supervision. For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyman lineman or supervisor at all times who is responsible for making work assignments, providing on-the-job learning (OJL), and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

To remain consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the numeric ratio of apprentices to journeyman linemen will be: one (1) apprentice to one (1) journeyman lineman. Care will be taken at all times to ensure that the number of apprentices does not exceed the number of journeymen linemen on any worksite.



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## **SECTION VII - TERM OF APPRENTICESHIP – 29 CFR § 29.5(b)(2)**

The term of the occupation supplemented by the required hours of related instruction will be as stated on the Work Process Schedule and Related Instruction Outline (see Appendix A). Full credit will be given for the probationary period.

## **SECTION VIII - PROBATIONARY PERIOD – 29 CFR §§ 29.5(b)(8) and 29.5(b)(20)**

Every apprentice will serve a probationary period. The probationary period shall be 1,750 of OJL hours.

During the probationary period, either the apprentice or the participating utility may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party and the JATC in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progress made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the Program.

After the probationary period, the Apprenticeship Agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the participating utility for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the participating utility will provide written notice to the apprentice, the JATC, and to the Registration Agency of the final action taken.

## **SECTION IX - HOURS OF WORK**

Apprentices will generally work the same hours as fully proficient workers (journeyman linemen), except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required OJL hours during a given segment will have the term of that segment extended until they have accrued the required number of training hours.

## **SECTION X - APPRENTICE WAGE PROGRESSION – 29 CFR § 29.5(b)(5)**

Apprentices will be paid a progressively increasing schedule of wages and fringe benefits during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction. Before an apprentice is advanced to the next segment of training or to fully-proficient or journeyman lineman status, the JATC will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in related instruction courses. In determining whether satisfactory progress has been made, the JATC will be guided by the work experience and related instruction records and reports.

The progressive wage schedule and fringe benefits will be an increasing percentage of the fully-proficient or journeyman lineman wage rate as established in each participating utility's respective CBA. In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.





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## **SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE - 29 CFR §§ 29.5(b)(12) and 30.4(c)(8)**

The JATC may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards.

Apprentices seeking credit for previous experience gained outside the supervision of the Program must submit the request and furnish such records, affidavits, and other relevant documentation to substantiate the claim. Apprentices who are veterans and who wish to receive consideration for military training and/or experience must submit a DD-214. Apprentices requesting credit for previous experience who are enrolled into the Program will start at the beginning wage rate. The request for credit will be evaluated and a determination will be made by the JATC during the probationary period, when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the step earned and designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

Advanced standing recognizes previous training and allows apprentices to enter the program in Year 2 with approval of the JATC, provided that the applicant is a graduate of a nationally or regionally accredited pre-apprenticeship electrical journeyman linemen program (and the accrediting body or agency for the program is registered with the U.S. Department of Education). The granting of advanced standing will be uniformly applied to all apprentices.

## **SECTION XII - WORK EXPERIENCE - 29 CFR § 29.5(b)(3)**

During the apprenticeship, the apprentice will receive OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyman lineman. The OJL will be under the direction and guidance of the apprentice's supervisor.

## **SECTION XIII - RELATED INSTRUCTION - 29 CFR § 29.5(b)(4)**

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A. A minimum of 144 hours of related instruction is recommended for each year of the Program. Apprentices agree to take such courses as outlined in Appendix A. Wolverine, to fulfill its responsibility for providing related instruction will secure the facilities, instructional aids, and equipment for quality instruction.

Apprentices will be paid for hours spent attending related instruction classes.

The participating utility will inform each apprentice of the availability of college credit (if applicable).



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Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the JATC will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and participating utility and opportunity for corrective action. Any dispute regarding the termination of the Apprenticeship Agreement will be settled by the BOG.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The JATC will monitor and document the apprentice's progress in related instruction classes.

Wolverine is responsible for providing related instruction. Members of the BOG may attend classroom and field instruction.

## **SECTION XIV - SAFETY AND HEALTH TRAINING - 29 CFR § 29.5(b)(9)**

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards.

## **SECTION XV - MAINTENANCE OF RECORDS - 29 CFR §§ 29.5(b)(6), 29.5(b)(23), and 30.8**

Wolverine, as the Program administrator, is responsible for maintaining, at a minimum, the following records:

- Summary of the qualifications of each apprentice;
- Records of each apprentice's OJL;
- Related instruction reviews and evaluations;
- Progress evaluations; and
- Any other actions pertaining to the apprenticeship

All such records are the property of the Wolverine and will be maintained for a period of five years from the date of last action.

Participating Utilities are responsible for maintaining, at a minimum, the following records:

- Basis for evaluation and for selection or rejection of each applicant;
- Records pertaining to interview;
- The original application;
- Record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay;

Participating Utilities will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or



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rejection of each applicant. For a complete list of records that is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.8.

All such records are the property of the participating utility and will be maintained for a period of five years from the date of last action. They will be made available to the Registration Agency upon request.

## **SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - 29 CFR § 29.5(b)(15), and Circular 2015-02**

Upon satisfactory completion of the requirements of the Program as established in these Apprenticeship Standards and as determined by the JATC, the Program Sponsors will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using RAPIDS or in writing using the supplied U. S. Department of Labor, ETA, Office of Apprenticeship, Application for Certification of Completion of Apprenticeship Form (see Appendix B), accompanied by the appropriate documentation for both OJL and the related instruction as may be required by the Registration Agency.

## **SECTION XVII - NOTICE TO REGISTRATION AGENCY - 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(19)**

The Registration Agency must be notified within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons for the action.

## **SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION - 29 CFR §§ 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)**

These Apprenticeship Standards will, upon adoption by the Program Sponsors, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the Program.

Upon the recommendation of the BOG, the Program Sponsors reserve the right to discontinue at any time the Program set forth herein. The Program Sponsors will notify the Registration Agency within 45 days in writing of any decision to cancel the Program.

The Registration Agency may initiate deregistration of these Apprenticeship Standards for failure of the Program Sponsors to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

If cancelled, the Program Sponsors will notify each apprentice of the cancellation of the Program and the effect of same. If the Program is cancelled at the Program Sponsors' joint request, the Program Sponsor's will notify the apprentice(s) within 15 days of the date of the Registration Agency's acknowledgment of the Program Sponsors' request. If the Registration Agency orders the deregistration of the Program, the Program Sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.



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## **SECTION XIX - AMENDMENTS AND MODIFICATIONS - 29 CFR § 29.5(b)(18)**

These Apprenticeship Standards may be amended or modified at any time by the Program Sponsors provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of the Program Sponsors. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

## **SECTION XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE - 29 CFR §§ 29.5(b)(22), 29.7(k), and 30.11**

The BOG will have full authority to enforce these Apprenticeship Standards. Its decision will be final and binding on the participating utilities and the apprentice, unless otherwise noted below.

If an apprentice believes an issue exists that adversely affects his/her participation in the Program or violates the provisions of the Apprenticeship Agreement or standards, the apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

### **29 CFR § 29.7(k)**

For issues regarding wages, hours, working conditions, and other issues covered by each participating utility's CBA or applicable work rules, apprentices may seek resolution through the applicable process or procedure contained in that participating utility's CBA or Employers Handbook.

The BOG will hear and resolve all complaints of violations concerning the Apprenticeship Agreement or standards for which written notification is received within 15 days of the alleged violations. The BOG will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification.

If the complaint is not resolved, either party may demand arbitration as provided herein.

In the event that the members of the BOG are deadlocked on any decision i.e. a three (3) to three (3) tie cannot be resolved, the matter shall be referred to the arbitration process as provided herein.

The arbitrator shall be selected by each party alternatively striking one name from the list furnished by the Federal Mediation and Conciliation Service. The remaining name shall be the selected arbitrator. Either party may reject one list submitted by the Federal Mediation and Conciliation Service.

In arbitration, each party shall pay the expenses of its own witnesses, but the fee and expense of the arbitrator, together with any incidental or general expenses in connection with the arbitration mutually agreed upon in advance, shall be paid equally by the parties to the arbitration. The decision of the arbitrator shall be final and binding on both parties, provided the arbitrator does not exceed his or her authority. The arbitrator shall have no authority to add to, subtract from, modify, amend or in any way vary the terms of the Program.



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The name and address of the appropriate authority to receive, process, and dispose of complaints is:

Wolverine Power Supply Cooperative, Inc. and IBEW  
Board of Governors  
10125 W. Watergate Road  
Cadillac, MI 49601

## **29 CFR § 30.11**

Any apprentice who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or the operation of the Program may, personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice's election, with BOG.

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsors, and a brief description of the circumstances of the failure to apply the equal opportunity standards provided in 29 CFR § 30.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the BOG, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of discrimination and failure to follow equal opportunity standards in the Program may be filed and processed under 29 CFR § 30 and the procedures set forth above.

The JATC shall provide written notice of the complaint procedure to all apprentices.

Either Program Sponsor to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these standards over which differences occur.

## **SECTION XXI - COLLECTIVE BARGAINING AGREEMENTS - 29 CFR § 29.11**

Nothing in this part or in any Apprenticeship Agreement will operate to invalidate:

- (a) Any apprenticeship provision in any CBA between participating utilities and apprentices establishing higher apprenticeship standards; or
- (b) Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications, or operation of the Program, or in the Apprenticeship Agreement, which is not otherwise prohibited by law, executive order, or authorized regulation.





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## **SECTION XXII - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - 29 CFR § 29.5(13)**

The transfer of an apprentice between participating utilities within the Program must be based on agreement between the apprentice, the receiving participating utility, and the JATC and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and OJL by the JATC or program sponsor;
- ii. The transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between participating utilities.

The apprentice must receive credit from the Program for the training already satisfactorily completed.

## **SECTION XXIII - RESPONSIBILITIES OF THE APPRENTICE**

Apprentices, having read these standards formulated by the Program Sponsors, agree to all the terms and conditions contained herein and agree to abide by the Program Sponsors' rules and policies, including any amendments, and to serve such time, perform such manual training, and complete such related instruction as outlined in Appendix A.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the Program:

- A. Maintain and make available such records of work experience and training received on-the-job and in related instruction.
- B. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- C. Work for the participating utility that hired the apprentice for the duration of the apprenticeship, unless the Apprenticeship Agreement is terminated.

## **SECTION XXIV - TECHNICAL ASSISTANCE**

Technical assistance, such as that from the U.S. Department of Labor's Office of Apprenticeship, recognized state apprenticeship agencies, and vocational schools, may be requested to advise the JATC.

The JATC is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of the Program.

## **SECTION XXV - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS**

No section of these Apprenticeship Standards shall be construed as permitting violation of any federal law or regulation.



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## **SECTION XXVI - DEFINITIONS**

**APPRENTICE:** Any individual employed by a participating utility meeting the qualifications described in the Apprenticeship Standards who has signed an apprenticeship agreement with a program sponsor providing for training and related instruction under these standards and who registers with the Registration Agency.

**APPRENTICE ELECTRONIC REGISTRATION (AER):** An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and program sponsors setting forth the responsibilities and obligations of all parties to an apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the Registration Agency.

**APPRENTICESHIP COMMITTEE (COMMITTEE):** Those persons designated by the program sponsor to act as agents for the sponsor in the oversight of the program's standards. A joint committee is composed of an equal number of representatives of the participating utilities and of the employees represented by a bona fide collective bargaining agent(s).

**CAREER LATTICE:** Career lattice apprenticeship programs include occupational pathways that move apprentices laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship.

**CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

**CERTIFICATE OF TRAINING:** A credential that may be issued by the U.S. Department of Labor's Office of Apprenticeship Administrator to those registered apprentices whom the sponsor has certified in writing to the Registration Agency as having successfully met the requirements to receive an interim credential.

**COLLECTIVE BARGAINING AGREEMENT:** The negotiated agreement between the signatory union and signatory participating utility that sets forth the terms and conditions of employment.

**COMPETENCY-BASED OCCUPATION:** An occupation using an apprenticeship approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement.

**ELECTRONIC MEDIA:** Media that utilize electronics or electromechanical energy for the end user (audience) to access the content. Includes, but is not limited to, electronic storage media, transmission media, the Internet, extranets, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.



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**HYBRID OCCUPATION:** An occupation using an apprenticeship approach that measures the individual apprentice's skill acquisition through a combination of a specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

**INTERIM CREDENTIAL:** A credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice.

**JOB CORPS CENTER:** Any of the federally funded Job Corps centers throughout the U.S. and Puerto Rico. Job Corps serves youths and young adults 16-24 years of age. Sponsors that wish to hire Job Corps graduates who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Qualifications and Selection Procedures.

**JOURNEYMAN LINEMAN:** A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

**O\*NET-SOC CODE:** The Occupational Information Network (O\*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O\*NET classification uses an 8-digit O\*NET-SOC code. Use of the SOC classification as a basis for the O\*NET codes ensures that O\*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

**ON-THE-JOB LEARNING (OIL):** Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

**PARTICIPATING UTILITY:** A cooperative, municipal, or investor-owned utility that requests placement of a candidate in the apprentice program.

**PROVISIONAL REGISTRATION:** The one-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in 29 CFR § 29.3(g) and (h).

**REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):** A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

**REGISTRATION AGENCY and FIELD REPRESENTATIVE:** The U.S. Department of Labor's Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR §§ 29 and 30, and conducting quality assurance assessments. The field representative shall mean the person designated by Office of Apprenticeship to service this program. The Registration Agency and field representative identified are: USDOL/Office of



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**RELATED INSTRUCTION:** An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

**SPONSOR:** Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. That assumes the full responsibility for administration and operation of the apprenticeship program.

**STANDARDS OF APPRENTICESHIP:** This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the Registration Agency.

**SUPERVISOR OF APPRENTICE(S):** An individual designated by the participating utilities to supervise or have charge and direction of an apprentice.

**TIME-BASED OCCUPATION:** An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

**TRANSFER:** A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

**UNION:** The signatory union and any of its affiliated local unions party to a labor agreement with the signatory employer(s).

**YOUTHBUILD:** A youth and community development program that addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their high school diploma or General Educational Development (GED) equivalency, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society. Sponsors that wish to hire YouthBuild students who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Selection Procedures.



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## SECTION XXVI - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

Wolverine Power Supply Cooperative, Inc. and International Brotherhood of Electrical Worker, Local 876 hereby adopt these Apprenticeship Standards on this 21st day of April 2017.

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

Zachary A. Anderson  
Signature of Management (designee)

CY/PLK  
Signature of Labor (designee)

Zachary A. Anderson  
Printed Name

Chad Clark  
Printed Name

Signature of Management (designee)

Signature of Labor (designee)

Printed Name

Printed Name

Signature of Management (designee)

Signature of Labor (designee)

Printed Name

Printed Name