

JMAP Advancement Placement Procedure

for Partnering Utilities

The JMAP Training Committee (JATC) will work with the utility to agree upon the most appropriate course year placement and/or OJL hours to be transferred from prior work related experience. It will be at the final discretion of the Committee whether an apprentice receives advanced placement into the program and/or the amount of credit received. Whether or not credit is rewarded, the employer holds responsibility for placing their apprentice at the step they feel is most appropriate for their apprentice.

Please note, that the JATC assumes that the apprentice will be hired whether or not advanced placement is approved to ensure their time is being utilized appropriately for collaborating advanced placement requests. Therefore, A DOL registration form will need to be completed before advanced placement is considered by the JATC. This form can be completed before his hire date with the intention that the apprentice will be hired whether or not advanced placement is approved. Also, by filling out the DOL form, the apprentice is registered immediately into the JMAP and ensures the next available seat in the class (once JATC has made their decision on placement).

Please allow 5-10 business days for the JATC to review and determine final approval from the time of sending your request to the JMAP Administrative Coordinator, Kasey Wiltzer - kwiltzer@wpsci.com.

OJL Hour Credit/Transfer:

Employers requesting OJL hour credit must provide the JMAP Administrative Coordinator with the following:

- 1) Formal letter requesting credit/transfer of OJL hours for their apprentice to include apprentice name, request of total OJL hours and class year placement, reasoning for advanced placement and the employer's action plan for success. See template letter on the following page for reference/use.
- 2) Supporting documentation supporting OJL hours. Documentation could include official transcripts and/or detailed timesheets reflecting apprentice lineman related work experience.

Pre-Apprenticeship Completion – Y2 Placement:

Apprentices who have participated and completed a certified apprenticeship program with the DOE have the opportunity to advance to Y2W1. The employer requesting Y2 placement, must provide the following:

- 1) Formal Request Letter (template attached)
- 2) Supporting documentation showing that the pre-apprenticeship program is registered with the Department of Education (DOE)
- 3) Official transcripts and certificate reflecting a satisfactory completion of the pre-apprentice program

Course Year Advancement:

Employers requesting course year credit for their apprentice must provide the following:

- 1) Formal Request Letter (template on page 2)
- 2) Supporting documentation (transcripts) outlining related technical instruction, on-the-job learning experience, or other apprentice lineman related experience. A reminder that if the apprentice attended an apprenticeship program, only credit will be awarded if the program is certified by the DOE.

JMAP Advancement Placement Request Letter (Template)

(Insert Company Letterhead)

(Date)

Joint Michigan Apprentice Program
Attn: Kasey Wiltzer
10125 W. Watergate Rd.
Cadillac, MI, 49601

Re: **(Apprentice)** – JMAP Advanced Placement Request **(Class Year and Hours Requested)**

Dear Joint Apprentice Training Committee (JATC),

OJL Hour Total and Class Year:

(Utility) would like to request that apprentice, **(name of apprentice)** be placed in the JMAP class **(JMAP class and week)** with **(amount of OJL hours)** OJL hours.

Reasoning for Advanced Placement and Action Plan:

We believe this apprentice has the opportunity for advanced placement, because **(include reasoning here)**. Our action plan for ensuring the apprentice's success by being advanced placed in the JMAP includes **(steps to be taken by leadership, supervisors, and line crew to ensure an appropriate progression schedule for advancement is followed)**.

Including Work Relatable Experience and Certifications:

Apprentice attended **(program apprentice attended)**. OJL hours at their previous employer total **(total OJL hours worked)** at utility **(previous utility attended)**. RTI hours at his previous employer total **(total RTI hours completed)** at utility **(previous apprenticeship attended)**. Please see the paperwork attached verifying the apprentice's completion. Please also find attached transcripts outlining his prior work-related experience with OJL and RTI hours.

Sincerely,

Supervisor/Administrator Name

Employer Name

Employer Address

Contact info (email and phone number)