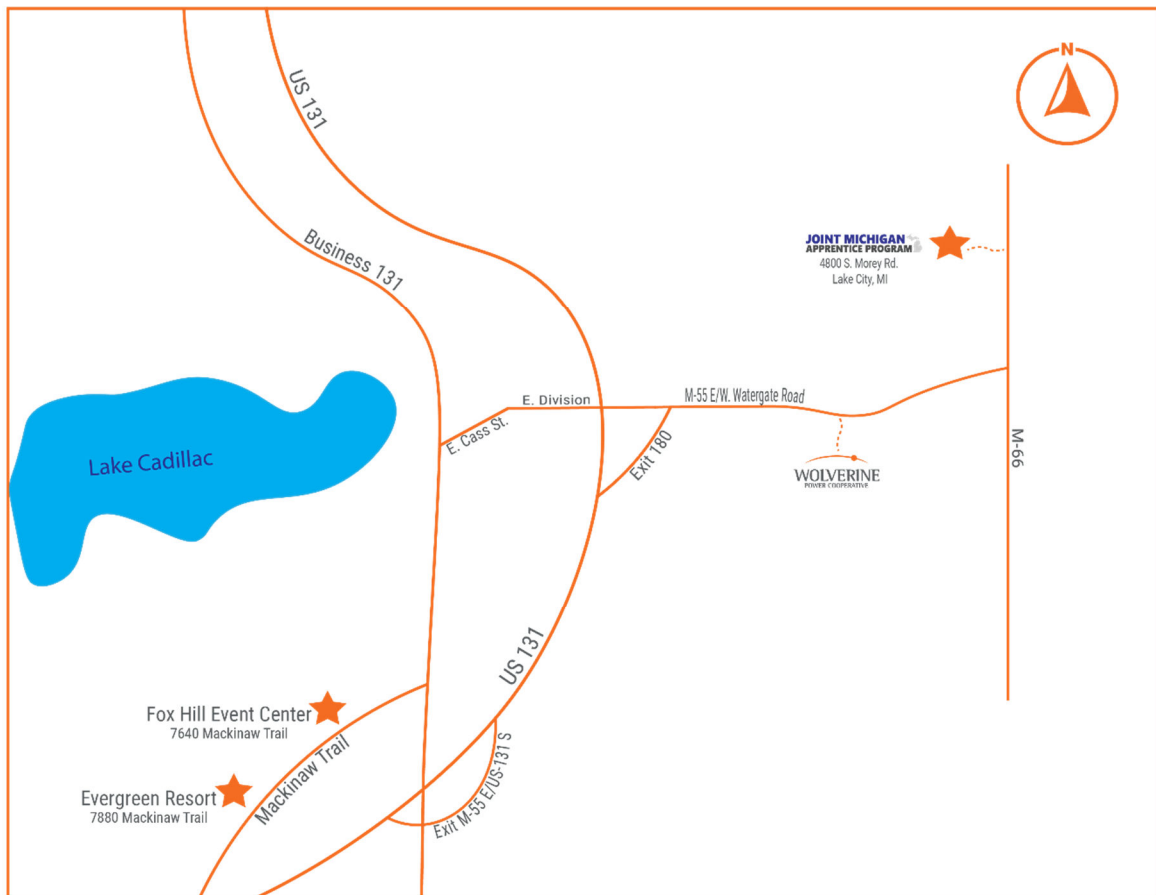


JOINT MICHIGAN APPRENTICE PROGRAM

JMAP Class Info:

- Apprentices are to bring their own waterbottle and device for testing. Laptops are available upon request for testing purposes only and do not leave the facility.
 - Y4W2 apprentices are required to prepare a presentation for their class. Therefore, if PowerPoint is their preferred software of choice, they are responsible for ensuring it is downloaded on their device as JMAP laptops do not have Microsoft.
- JMAP Hotel & Dining information can be found on the JMAP website – www.michiganapprentices.com
- JMAP's current Tuition Refund Policy: 100% of tuition will be refunded for students who withdraw prior to campus sessions. No refund will be awarded following the attendance of any class.
- Apprentices are to log 40 RTI hours on the last day of class (Friday) after passing their weekly test, automatically advancing them to the next class session (no confirmation of enrollment needed from the employer)
- Calendar reminders will be sent to apprentices closer to their class date.
- Refrigerators, microwaves, toaster ovens are onsite.



ApprentiScope:

JMAP's apprenticeship management software for apprentices to log OJL hours and review their quarterly evaluations from their supervisors. Please reach out if you have not received an email invite to create your account.

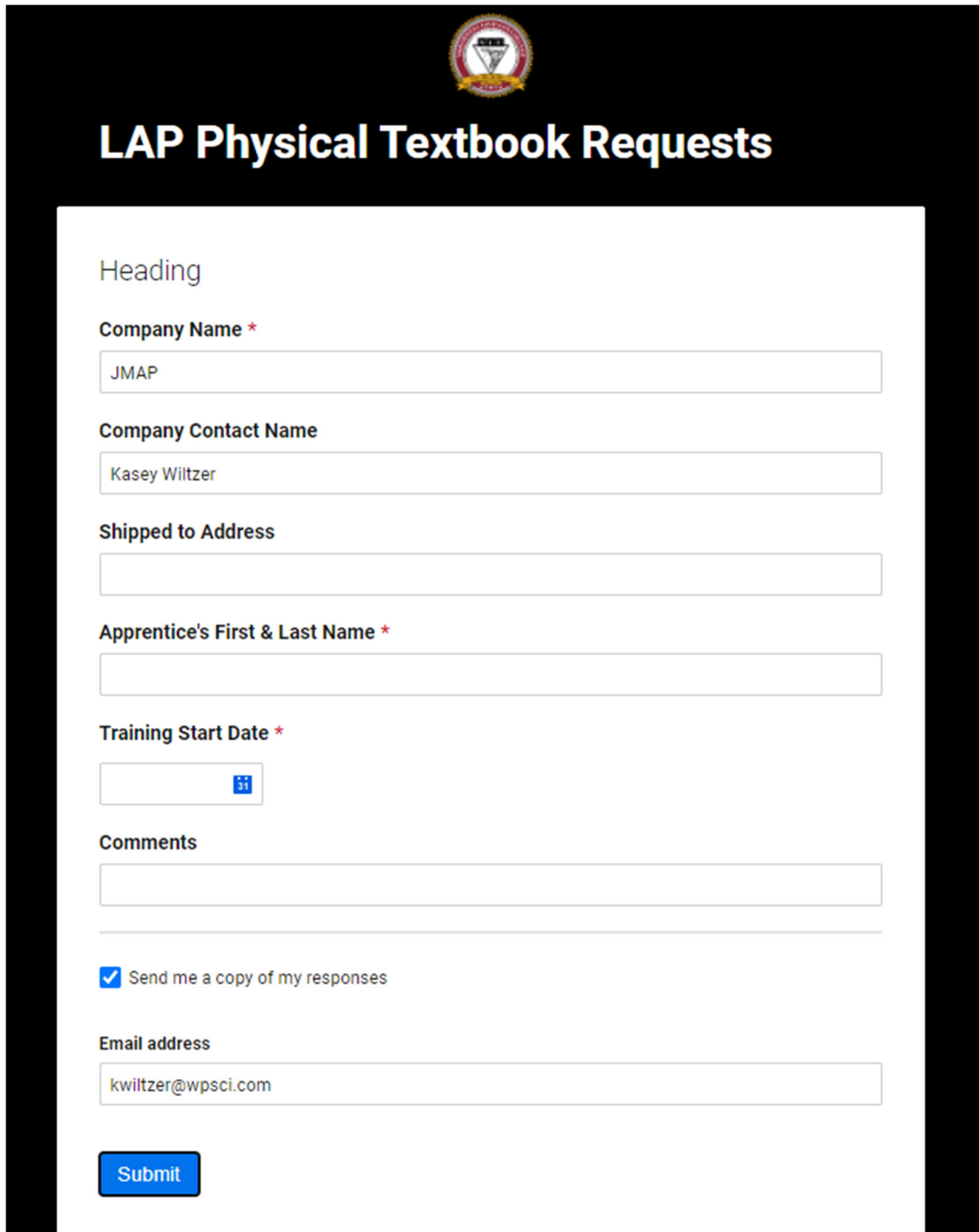
- **OJL Hour Submissions:** Promotion letters (apprentice reaching an increment of 1000 hours) are sent once your supervisor has approved OJL hours in ApprentiScope. If an apprentice has reached 7000 OJL hours before completing Year 4 JMAP class training, the apprentice is to log hours (surpassing 7000) until Y4 classes are complete.
- **Evaluation Submissions:** Quarterly evaluations are to be completed by the second Friday of February, May, August, and November for all active apprentices until JMAP completion (both OJL and RTI are complete). It is the expectation that apprentices are reviewing every evaluation after their supervisor has submitted. Evaluations are to be completed for all active apprentices. Please note - if an evaluation is due directly after an apprentices hire date or right before your apprentice has completed the program, an evaluation is required.
- **ApprentiScope App:** Once you have created your account, I encourage you to install the ApprentiScope application on your mobile device. Instructions can be found on their support site at [How to install ApprentiScope on iOS](#) or [How to install ApprentiScope on Android](#).
- **IT Support:** There is a thorough documentation library available on ApprentiScope's support site - www.support.apprentiscope.com. There is also a live chat button in the lower right corner of the support site that has offers prompt response times. Feel free to reach out to me directly if you need additional assistance. We are always welcoming feedback to improve the experience for all user types in ApprentiScope, please don't hesitate to share!

Northwest Lineman College:

- Please visit NLC's catalog for what to expect, equipment to bring, attendance policy, class testing, etc. at <https://lineman.edu/company/apprenticeship-programs/lineman-apprenticeship-program-catalog/>.
- Prior to an apprentices weekly JMAP class session, they can expect to receive a welcome email from NLC for setting up their SIS (Student Information System) portal.
 - Instructions can be found here - <https://lineman.edu/MFA>
- Once logged in, apprentices should have access to their Learning Management System (LMS) to view electronic workbooks 90 days prior to their weekly JMAP class session.
 - The LMS includes curriculum, coursework material (required to complete before class and reviewed with instructor upon arrival), and practice tests (for reference use only – not required to be completed).
- If apprentices have any issues creating their student portal account, they can reach out directly to NLC's IT department at support@lineman.edu.
- An NLC instructor will reach out to each apprentice 1-2 weeks prior to class to answer any questions apprentices may have.

Book Orders:

- Physical copy books are \$100 per class year (\$400 investment years 1-4). For purchasing, employers are to complete the form [HERE](#) and **include the details in the fields exactly like the screenshot below** so that your order gets confirmed in my inbox and for correct billing processes. Books are sent to apprentices 90 days before their JMAP class date to ensure any updates are included possibly made in curriculum coursework.



The screenshot shows a web form titled "LAP Physical Textbook Requests" with a Michigan Apprenticeship Council logo at the top. The form fields are as follows:

- Heading**: A text input field.
- Company Name ***: A text input field containing "JMAP".
- Company Contact Name**: A text input field containing "Kasey Wiltzer".
- Shipped to Address**: An empty text input field.
- Apprentice's First & Last Name ***: An empty text input field.
- Training Start Date ***: A date picker field showing "11".
- Comments**: A large empty text area.
- Send me a copy of my responses**
- Email address**: A text input field containing "kwiltzer@wpsci.com".
- Submit**: A blue button.