

JOINT MICHIGAN APPRENTICE PROGRAM

OFFICIAL GUIDE: JOINT MICHIGAN APPRENTICESHIP PROGRAM (JMAP) ADVANCED PLACEMENT SELECTION

Purpose:

To provide guidelines for the Joint Apprenticeship Training Committee (JATC) of the Joint Michigan Apprenticeship Program (JMAP) when selecting apprentices for advanced placement and to inform participating utilities of the process by which to submit an advanced placement request for apprentices who have prior education and experience.

Transfers Between Participating Utilities:

The requirement for an apprentice transferring within the program includes an agreement between the apprentice, the receiving utility, and the JATC, that adheres to the following:

- a. The JATC or program sponsor must provide the transferring apprentice with a transcript of related instruction and On-the-Job learning (OJL).
- b. Transfers must be within the same occupation.
- c. Submission of a new DOL (Department of Labor) apprenticeship agreement to the JMAP.
- d. The program must credit the apprentice for satisfactorily completed training.

OJL Hours Transfers:

- a. Transferred hours are determined by the incoming apprentice's OJL hours breakdown, excluding classroom hours from the required 7000 program completion.
- b. While an apprentice may have over 7000 OJL hours from a prior apprenticeship, the JATC's final approval for OJL credit is capped at the specified 7000 hours in the JMAP program.
- c. DOL-accredited hours are granted on a 1:1 basis for all advanced placement requests into the JMAP.
- d. Apprentices approved with the maximum 7000 OJL hours will continue logging hours until completing JMAP or passing the Y4 coursework.

Advanced Placement

- a. **Year 2 (Y2):** Apprentices who have accumulated a minimum of **500 OJL** (On-the-Job Learning) hours no less than 3 months prior to the class start date are eligible to apply for advanced placement so long as **one** of the following conditions is met:
 - i. Completion of the Northwest Lineman College (NLC) pre-apprenticeship program
 - ii. Equivalent training from another Department of Labor (DOL) accredited pre-apprenticeship program.

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- b. Year 3 (Y3): Apprentices who have accumulated a minimum of **3,000** OJL (On-the-Job Learning) hours no less than 3 months prior to the class start date are eligible to apply for advanced placement so long as the following conditions are met:
 - i. Attendance in a DOL-accredited line worker apprenticeship program.
 - ii. Completion of an equivalent curriculum comparable to the Y1 and Y2 NLC line worker apprenticeship program.

- c. Year 4 (Y4): Apprentices who have accumulated a minimum of **5,000** OJL (On-the-Job Learning) hours no less than 3 months prior to the class start date are eligible to apply for advanced placement so long as the following conditions are met:
 - i. Attendance in a DOL-accredited line worker apprenticeship program.
 - ii. Completion of an equivalent curriculum comparable to the Y1-Y3 NLC line worker apprenticeship program.

Approval Process:

The JMAP Coordinator will prepare supporting documentation for the JATC, including:

- a. Letter from participating utility detailing advanced placement request including supporting documentation (see Appendix A).
- b. The JATC will have 10 business days to reach an advanced placement decision (simple majority vote rules, in the event of a tie the vote will be elevated to the JMAP Board of Governors).
- c. The JMAP Coordinator will notify the participating utility of the advanced placement decision.

Appeals Process:

A participating utility, not an apprentice, may appeal the advanced placement decision if they choose. The participating utility must provide a formal letter detailing their appeal (see Appendix B).

Disclaimer:

Advanced Placement requests must only be submitted once the apprentice has met the minimum required hours for the requested class year. Until the necessary OJL hours are accumulated, the apprentice will be listed on the yearly roster that aligns with their fulfilled OJL hour requirements. The appeals process is applicable exclusively to the advanced placement decision determined by the Joint Apprenticeship Training Committee (JATC) and does not extend to the apprentice's right to appeal other matters within the Joint Michigan Apprenticeship Program (JMAP). The final determination for advanced placement rests solely with the JATC, encompassing scenarios that may be considered on a case-by-case basis and are not explicitly outlined in the guide. If not approved for advanced placement, an apprentice may continue accruing OJL hours and enroll in JMAP classes during the next available Y1 slot.

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EMPLOYER GUIDE: PROCESS FOR JMAP ADVANCED PLACEMENT REQUESTS

Purpose:

Provide a simple process for employers to request advanced placement in the Joint Michigan Apprenticeship Program (JMAP).

1. Check Eligibility:

- Review the eligibility criteria for the desired year of placement in the Advanced Placement section outlined above.

2. Prepare Documentation:

- Send formal letter to the JMAP Administrative Coordinator that specifies desired year, explanation for advanced placement, and send supporting documentation as attachments (see Appendix A as a template).

3. Submit the Request:

- Send all documentation to the JATC Administrative Coordinator.

4. Decision Notification:

- The JATC will review your request within 10 business days and notify you of their decision.

5. Appeals Process:

- If you disagree with the decision, you can submit a formal appeal letter with supporting documentation (see Appendix B as a template).

For further assistance, contact the JATC Administrative Coordinator.

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Appendix A

Subject: Advanced Placement Request - Supporting Documentation Attached

Dear JATC,

I am writing to submit the necessary documentation in support of an advanced placement request for the following apprentice within the Joint Michigan Apprenticeship Program (JMAP):

Employer: [Employer's Name]

Apprentice: [Apprentice's Name]

OJL Hours: [Total OJL Hours]

Class Year: [Requested Class Year]

Certifications: [List any relevant certifications]

Prior Employer: [Name of Previous Employer, if applicable]

I have attached the required supporting documentation, including DOL accreditation, letters, transcripts, and detailed timesheets reflecting the apprentice's lineman-related work experience.

As per the guidelines, I would like to provide my recommendation for the following aspects:

1. OJL hours - Based on the apprentice's documented OJL hours, I recommend [state your recommendation]:
2. Class placement - In consideration of the apprentice's qualifications and experience, I recommend [state your recommendation: the requested class year placement/alternative class year placement].

I kindly request that, in your response, you provide feedback along with your final determination regarding the approval or partial approval of the advanced placement request.

Thank you for your attention to this matter. If you require any additional information or have any questions, please do not hesitate to reach out to me. I appreciate your time and consideration.

Best regards,

[Your Name]

[Title/Position]

[Contact Information]

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Appendix B

Subject: Request for Appeal - Advanced Placement Decision

Dear JATC,

I am writing on behalf of [Utility Name] to formally request an appeal of the advanced placement decision for the apprentice in question. We believe that there are compelling reasons why the apprentice should be placed further along in the Joint Michigan Apprenticeship Program (JMAP), and we have provided detailed information below to support our appeal.

Apprentice Information:

Name: [Apprentice Name]

Class Year: [Current Class Year]

Previous Placement Decision: [Previous Placement Decision]

Reasons for Appeal:

Explanation: Please provide a brief explanation of why you believe the apprentice should be placed further along in the JMAP.

[Insert explanation here]

Documentation: Please attach any relevant documentation, such as DOL Accreditation, schooling records, training certificates, or other supporting evidence, that demonstrates the apprentice's qualifications and readiness for advanced placement.

[Attach supporting documentation]

Best regards,

[Your Name]

[Title/Position]

[Contact Information]