

# JOINT MICHIGAN APPRENTICE PROGRAM

January 11, 2023

Re: JMAP Expectations for Apprentice Evaluations

ATTN: Utility Supervisors -

The Joint Michigan Apprentice Program Training Committee (JATC) is reaching out to seek your cooperation and support to ensure evaluations are completed both accurately and thoroughly by the applicable deadline. Quarterly evaluations are required for all apprentices enrolled in the program and logging OJL hours greater than one month. A proper evaluation would include:

- All sections completed – For sections not yet being performed by the apprentice, N/A will be the automatic default and will not affect the overall rating of the evaluation.
- All comment fields completed – Comments are required for every rating with an explanation on how apprentice is needing, meeting, and/or exceeding expectations.
- All sections and comment fields are reviewed with the apprentice once their evaluation is submitted.

Timely submission by each quarterly deadline is important to ensure adequate time for the JATC to review each apprentice the JMAP serves. These evaluations provide critical insight for the committee as the JMAP serves a unique and diverse group of utilities.

To further enhance the evaluation process, the JATC recommends and will begin instituting periodic check-ins with the utility, apprentice, and at least two JATC members. These check-ins may occur during the quarterly evaluation period or as a follow-up to the previous quarter after reviewing comments. Kasey Wiltzer will work to schedule these check-ins at a mutually convenient time for all parties.

The JMAP Training Committee is committed to producing high quality line workers for our host utilities. We do that by giving our apprentices every opportunity to learn and grow in this trade while staying safe and ensuring excellence.

If we can help with the evaluation process or answer any questions about this renewed focus on high quality evaluations, please contact Kasey Wiltzer at [kwiltzer@wpsci.com](mailto:kwiltzer@wpsci.com).

We sincerely appreciate your support and ask for your signature to indicate such below.

JMAP Training Committee:

Matt Monroe – Chairman  
Joe McElroy  
Chris Vallier  
Kady Gracik  
Bill Compeau  
Rich Crane

Wolverine Power Cooperative  
Michigan Electric Cooperative Association  
HomeWorks Tri-County Electric  
Great Lakes Energy  
Presque Isle Electric & Gas  
IBEW Local 876

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Supervisor Signature

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Print Name

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Date