



Electrical Utility Lineman Training Program Application

OUR PROGRAM WILL ALLOW YOU TO LEARN MORE, EARN MORE, BE MORE

Qualified workers in this field are in demand locally and nationally. This hands-on course is taught by instructors with lineman experience and specialized education.

Complete Application Due By October 31, 2017*

Start date TBA: January, 2018 – May, 2018 (16 weeks)

Location – MDCC campus, Moorhead **Class times** – 7am-4:30pm, Mon – Thu and one night per week until 6pm for Electricity and MS Office Basics classes

What you will learn over 16 weeks of training

- Drive commercial vehicles with automatic and standard shift transmission, maneuver, back-up, and park a trailer requiring Class A license with Airbrakes (A MS CDL Learner's Permit requires passage of the General Knowledge, Combination, and Air Brakes tests, along with a D.O.T. Physical and D.O.T. Drug Screen. We will assist you in completing your MS CDL driver's test during the semester.)
- Explain all aspects of the APPA Safety Manual
- Make connections of meter loops, transformers, and other equipment on de-energized poles
- Assist with the framing and installation of utility poles and apparatus on the ground
- Read and understand general information in the REA spec book
- Assist in the burying of cable and other related work
- Operate vehicles and equipment (bucket trucks, digger derrick trucks, forklifts, etc.) safely
- Differentiate between an energized and de-energized structure and recognize hazards
- Make basic connections and disconnections
- Check voltage/amperes

Cost for Training

Mississippi Residents - Tuition-cost funding is provided and paid for through a DWDA (Delta Workforce Development Area) grant and the Mississippi Community College Board (MCCB); it is available for in-state residents only. This funding will be available each year the grant is renewed.

Out-of-State Residents – Tuition \$7,200.00 plus optional dorm housing/4 –day cafeteria plan \$ 1,900.00.
Out-of-State Residents must provide your own tools/PPE per the provided tool list by request.

***NOTE: Some requirements should be completed by October 1st.**

Admission Requirements

All electrical utility lineman trainee applicants must:

- Be at least 18 years of age by December 31st - requires exemption in writing for approval.
- Obtain MS CDL Class A permit with Air Brakes (requires certified D.O.T. Physical and Drug Screen) suggested to complete prior to **October 1, 2017 or request an exemption in writing if you turn 18 after October 31st**. (The cost for your D.O.T. Physical and D.O.T. Drug Screen are not reimbursed by the grant)
- Provide official copy of high school diploma or MDCC-recognized GED certificate OR latest college transcript, copy of valid MS Commercial Driver's License Class A Permit (front and back), copy of your D.O.T. Drug Screen, copy of the front your social security card and a MS Motor Vehicle Report (must be dated 30 days or less prior to October 31, 2017.) See 2nd page of the application.
- Pass a D.O.T. Drug Test administered at D.O.T. Physical.
- Must take and score a minimum of **Silver Level, National Career Readiness Certificate**. This test will be given at the Capps Center in Indianola or at an area MDES WIN Job Center by appointment. **You should schedule the NCRC Test prior to October 1, 2017**. This test is also available through area Community Colleges, go to: <https://msdelta.formstack.com/forms/crc> to preregister for scheduling in Bolivar, Sunflower, Leflore, Humphreys, Sharkey, Issaquena and Washington counties. NCRC is given in Cleveland, Greenwood, Indianola, and Greenville on specific days. If you do not live close to these areas, you will have to contact an area community college and/or MDES Win Job Center to schedule. *Contact me if you need help.*
- *Join Remind.com for updates and text messaging application, see last page of packet.*
- ***This is your career decision; YOU are responsible and accountable to yourself.***

Sign and include the next document with your packet.

MOU – Memorandum of Understanding Physical and Personal Requirements

- A valid **personal email address & cell phone number** for application and correspondence. (Not anyone else's).
- Good communication skills.
- Ability to take and understand directives and complete tasks with limited supervision.
- Ability to plan and lay out all assigned duties in a safe and efficient manner.
- Ability to assume a lead role and direct the work of other trainees.
- Ability to stand a minimum of five to six hours on the ground – may be in a bucket on a line truck or at the top of a distribution pole with additional weight from tool belt or climbing equipment in all weather conditions.
- Ability to sit for a minimum of two to three hours – may be driving a truck.
- Ability to move frequently to unload equipment and to install/maintain/repair equipment.
- Ability to lift up to 75 pounds.
- Ability to push/pull weights up to 100 pounds.
- Ability to frequently climb or use authorized equipment to reach various heights and breadths.
- Ability to frequently and repetitively bend/stoop/squat.
- Ability to differentiate between colors (color vision).
- Ability to learn through classroom instruction, training and repetitive motions.
- Ability to recognize hazards during training and have to ability to mitigate the hazards.
- Ability to maintain and care for School equipment properly and safeguard assets.
- Manual dexterity to operate small hand tools, turn small knobs, etc.
- Ability to work comfortably at various heights up to 65 feet, without anxiety or fear with both hands free, depending only on your climbing hooks and safety harness for support.
- Ability to meet the public in a pleasant and tactful manner and understand the importance of you representing MDCC during any sanctioned events, field trips, and while on campus.
- Must adhere to all MDCC student policies, pay traffic fines timely, any other charges to Business Office timely or as agreed upon. You will not graduate or receive your certificates and/or credentials if you owe MDCC at the time of graduation.
- Demonstrate Team Work and inclusiveness of all trainees.

I understand I am applying for acceptance in the MDCC Electrical Utility Lineman Program and will meet or exceed the requirements described above. I understand that completing all the necessary requirements for this application does not guarantee acceptance into this program. This program is competitive and retain the right to limit the number of applicants accepted in order to provide quality hands-on instruction along with class instruction. I also understand if I do not meet the expectations of the program, I can willfully withdraw or be asked to leave. If I do not complete the program and/or its requirements, I cannot take any items issued to me and must return them to the instructors to sign off to acknowledge acceptance. I further understand that any money owed to the school will be paid in full and I must enter into agreement with the MDCC Business Office to do so.

Signature

Date: _____

Print Name

Mississippi Delta Community College Electrical Utility Lineman

Trainee Memo of Agreement

My signature below indicates that I have read and do understand the following provisions regarding my participation in training through Mississippi Delta Community College.

1. I understand that I am voluntarily enrolled in a class of instruction to improve my skill or to learn a new skill so that I might qualify myself for a job.
2. I realize that I will not be paid as a student while in training; therefore there is no Worker's Compensation coverage during the training period.
3. I understand that I am responsible for any health issues or accident related incidents. There is no medical insurance associated with this training program. I will notify my instructor(s) of any accident the same day while training.
4. I understand that there is an attendance policy and tardiness policy - 3 absences are allowed if absolutely necessary. 3 tardies = 1 absence. Contact Mr. Sims at 662-379-0458 if you are late or absent.
5. I understand that to successfully complete the training and receive a Mississippi Delta Community College certificate, I must complete written tests as well as perform application exercises to identified standards, meet the attendance standard, and my MDCC account has no holds prior to graduation.
6. I am aware that my training may be terminated by the instructor or the supervisor of this training program if I am a detriment to the learning of others or my behavior is a safety risk to myself or others during my training.
7. I understand that there will be no cell phones allowed in the classroom for use or charging.
8. I understand that by participating in this training program I am under no obligation to accept work with a specific employer. I know that taking part in this training does not mean that I will be offered a job. I also understand that at the conclusion of this training program I am free to accept or reject any offer of employment.
9. I understand that I am a guest on this campus and will abide by the rules of conduct outlined in the MDCC student handbook (at <http://www.msdelta.edu/index.php/quick-links-52/catalog>) and this Trainee Memo of Agreement. I am subject to disciplinary sanction by the VP of Student Services Office should I violate any rules.

Signature

Please print your name

Date



All links will work if viewing this online.

Visit www.thecappscenter.com , click on Classes and select Electrical Utility Lineman Training from the drop-down menu.

In lieu of an informational session, you are invited to visit our class anytime during our fall training. Plan to spend some time asking questions and visiting with the trainees and instructors. Please call to confirm the day you would like to attend, field trips and special classes may be scheduled.

Deadline to apply for the Spring - 2018 training is October 31, 2017.

The Application, All Requested Documents, and Tests must be dated on or before the scheduled due date in order to be considered complete. Your application will be reviewed and applicants will be selected to interview and scheduled in November. You may turn in your completed application with documents prior to any due date. The MVR (Mississippi Vehicle Report – your driving record) must be dated after October 1st, 2017

Mail Application to:

The Capps Technology Center
Attn: John Conrad
P.O. Box 668
Moorhead, MS 38761

***Email Scanned Application and requested documents to: jconrad@msdelta.edu**

Emailed Documents will be accepted through **October 31, 2017**; however you must mail (above address) or deliver (920 Hwy. 82 West, Indianola, MS) originals to the Capps Technology Center postmarked **October 30, 2017** to be accepted.

Please note, if you choose to transmit and/or mail your application, your privacy is not guaranteed.

***NOTE:** It is your responsibility to ensure all documents are received; failure to receive all documents will result in an INCOMPLETE APPLICATION. Any incomplete applications after Oct. 31, 2017 will not be accepted unless you seek prior exemption through email due to late birthday or high school diploma availability.

INFORMATION YOU NEED TO KNOW

National Career Readiness Certificate Assessment for Lineman Candidates

The next step in the lineman training application process is to complete the assessments to earn a National Career Readiness Certificate. The NCRC is a nationally recognized credential based on the WorkKeys system for employment. It shows that you have the workplace skills required for jobs. The three tests you will take for the NCRC are: °ACT WorkKeys Applied Math (formerly Applied Mathematics), °ACT WorkKeys Graphic Literacy (formerly Locating Information), °ACT WorkKeys Workplace Documents (formerly Reading for Information) •ACT WorkKeys National Career Readiness Certificate (NCRC Credential). All of the tests will be given on computer and there is no fee the first time you take the assessment for MS residents. (If you must retake any portion, a \$16 fee (cash or money order) per assessment is charged. If you need to review math, a good site is www.khanacademy.com for basic math problems. You can also Google search for *Work Keys Practice Test* and it will lead you to some older PDF practice booklets for each assessment.

Pre-Register at: <https://msdelta.formstack.com/forms/crc>. Someone will contact you to schedule the test. **Tests should be completed by October 1, 2017. The availability of seats, go quickly, it is best to schedule the test ASAP.**

A valid MS Driver's License and Social Security Card must be presented to take the tests.

The tests for our area are given at the Capps Center or an area MDES WIN Job Center (Cleveland, Greenwood, or Greenville), your area community college, or nearest MDES WIN Job Center. You may schedule this test at your convenience, however, reserve your spot early, as there is limited seating. A picture I.D. and social security card must be presented to take the test.

For your Application: **A minimum of level 4 on each test is required for a Silver NCRC or better is required.**

Your scores will be available after you complete the assessments. If you do not make the score needed, you may pay to take that part of the test to raise your score. Discuss retakes with the test proctor. Keep your scores in a safe place and make a copy to submit with your application. A certificate will be available to in a few weeks. Keep the original certificate in a safe place such as a lockbox, it may be required by a future potential employer.

Mississippi Motor Vehicle Report

To purchase and print a copy of your motor vehicle report online, visit the Mississippi Department of Public Safety website dated between October 1 and October 31, 2017 due date.

Link: <https://www.ms.gov/hp/drivers/license/motorVehicleReportBegin.do>
(Requires Debit / Credit Card)

You may pick up a copy in person at the address below, or request it by mail. The copy is approximately \$12-\$13 (check cost before sending) and must be paid by cashier's check. To make the request by mail, write a letter requesting a certified copy of your MVR. This letter must include your name, date of birth, social security number, and the letter must be notarized.

Mailing and Physical Address:

Driver's Records/MVR
1900 East Woodrow Wilson
Jackson, MS 39216

Phone number (for questions): 601-987-(1208 or 1370)

What's Due and When?

To begin your application process you must mail or submit by fax/scan to email the 2 PAGE APPLICATION by Oct. 2nd. All other documents can be submitted as scheduled.

- ✓ **USE THE CHECK OFF BOXES ON THE 2ND PAGE OF THE APPLICATION AS YOU ARE BUILDING YOUR APPLICATION PACKET TO SUBMIT IN WHOLE BY OCTOBER 2nd. BEFORE YOU SEND OR DELIVER ALL ITEMS REQUIRED, MAKE A COPY OF YOUR APPLICATION PACKET.**

DUE DATES

Due Oct. 2: Submit you're Two Page Completed Application. All other required documents can be submitted at this time or by the schedule dates required.

Dated by Oct. 1: MS Commercial Driver's License Class A with Airbrakes Learner's Permit (Begin studying the CDL Manual early, take your test often till you pass all three parts: General Knowledge, Combination, and Air Brakes **(you cannot wait till the last two weeks to take your test, you will likely not pass it in time)**). Keep your receipt for your registration and testing fee (\$44) to present each time you need to take a test over, you will not be charged again.

If you do not pass by the 3rd. time, you will be required to wait several days before you can attempt again. You are required to pass a D.O.T. Certified Physical in order to receive your MS. CDL Class A Learner's Permit.

ACT WorkKeys NCRC Assessment Completed and Scored

Dated Oct. 31: Request online your Mississippi Vehicle Report (your driving record report) This should complete your application. Your application will be reviewed and you will be notified if you are selected to interview.

Any questions, please contact me at the following:

John A. Conrad, Jr.
Workforce Development Coordinator

Phone: 662-445-1984
Fax: 662-887-9802

Physical Location

Mississippi Delta Community College
Charles W. Capps, Jr. Technology Center
920 Hwy. 82 West
Indianola, MS 38751

Mailing Address

Mississippi Delta Community College
Charles W. Capps, Jr. Technology Center
P.O. Box 668
Moorhead, MS 38761

Visit our Website: <http://www.thecappscenter.com>



Electrical Utility Lineman Training Application

This program is designed to prepare workers for the electrical power transmission and distribution industry.

Please Print

Full Name (last, first and middle initial) _____

Name Preferred: _____ **SSN:** _____ **Date of Birth:** _____

Race: Native American Hispanic/Latino African American
 Asian White

Sex: Female Male

Are you physically able to climb? Yes No

Education: Please indicate which of the following best describes your level of education:

Less than High School Associate degree
 High School degree/GED Bachelor degree
 Some College (no degree) Graduate/Professional degree

Military Experience: Yes No **Branch/Years of Service:** _____

Employment Status: Please indicate if you are currently:

Employed Retired Unemployed

Employment Type: Please tell us if your current or most recent employment is/was:

Full Time Part Time Seasonal

Please name your current or most recent employer: _____

Applicant's Contact Information:

Mailing Address: _____

City _____ State _____ Zip _____ County _____

Day Telephone Number: () _____ - _____ Email: _____

Signature _____ Date _____

CDL Class a Learners Permit # _____

Other Certifications attached: _____

For Office Use Only

Date of test _____

CRC Scores

AM _____

LI _____

RFI _____

CRC Level _____

**Funding for this program is provided by a Delta Workforce Investment Area (DWDA) grant and Mississippi Community College Board (MCCB).
Mississippi Delta Community College reserves the right to cancel this training due to unforeseen circumstances.**

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Stauffer-Wood Administration Building, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.

Previous Work History (You may include a resume or additional pages to show complete work history)

Name of employer: _____ Dates of employment: From _____ To _____
City, State, Zip _____
Name of immediate supervisor _____
Give a brief description of what you did on the job: _____

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City, State, Zip _____
Name of immediate supervisor _____
Give a brief description of what you did on the job: _____

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Name of employer: _____ Dates of employment: From _____ To _____
City, State, Zip _____
Name of immediate supervisor _____
Give a brief description of what you did on the job: _____

Mail application and supporting documents to:

MDCC / The Capps Technology Center
Attn: John Conrad
P.O. Box 668, Moorhead, MS 38761
or

Deliver to:

The MDCC Capps Technology Center
920 Hwy 82 West, Indianola, MS 38751
(West of the Dollar General Distribution Center

Before you mail your application, be sure to attach in Order:

- Application (3 pages) w/Why do you want to be a Lineman?
- Copy of high school diploma/GED/or latest college transcript
- Copy of your CRC scores (1-3 pages)
- Copy of your Social Security card, MS CDL Permit Class A Driver's License Permit (FRONT & BACK), D.O.T. Drug Screen, MSDPS D.O.T. Registration and other Certifications/Licenses, MOU, and Trainee Memo of Agreement
- Motor Vehicle Report

REMIND.COM SIGN UP INSTRUCTIONS:

Sign up for important updates from Mr. J. Conrad.

Get information for **Class 16 SP2018 Lineman Applicants** right on your phone—not on handouts.

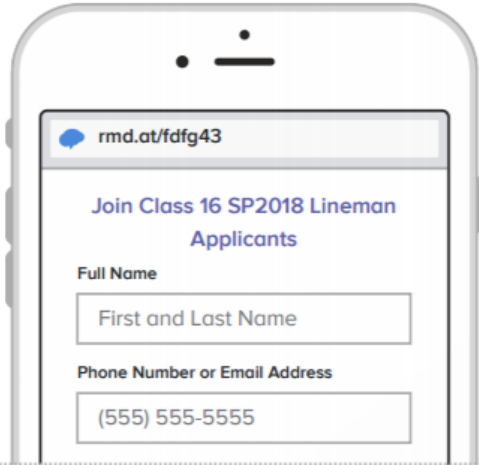
Pick a way to receive messages for **Class 16 SP2018 Lineman Applicants**:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/dfg43

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.




B If you don't have a smartphone, get text notifications.

Text the message [@dfg43](https://www.remind.com/@dfg43) to the number **81010**.

If you're having trouble with **81010**, try texting [@dfg43](https://www.remind.com/@dfg43) to **(662) 440-5482**.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/dfg43 on a desktop computer to sign up for email notifications.