



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

**EMPLOYMENT
& TRAINING**

Michigan Training Connect Provider User Guide

**Office of Employment & Training
July 2025**

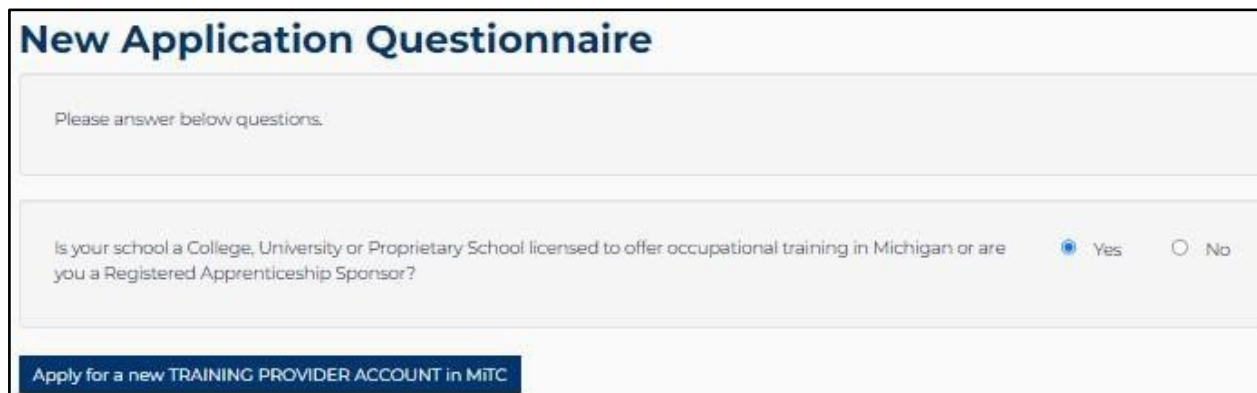
Table of Contents

Introduction.....	3
Logging In.....	5
My Account.....	7
Update Provider Information.....	8
Add New Program.....	10
Completion Information.....	13
Placement Information.....	14
2nd Quarter.....	15
4th Quarter.....	16
Performance Alert.....	17
Submission Process.....	18
Modify Programs.....	19
MiTC Provider Reporting Tool.....	21
Entering Student Exits.....	21
Add Individual Student Exits.....	21
Bulk Upload Student Exits.....	24

Introduction

The goal of Michigan Training Connect (MiTC) is to provide a centralized location for students to explore training options available through the State of Michigan's Eligible Training Provider List (ETPL).

MiTC has enabled new Training Providers to apply using the Training Provider account option available on the Create Account section on www.mitalent.org.



*Please do NOT use this feature to create new Administrator account connections to existing MiTC schools, as doing so creates a duplicate school account and complicates the process. Instead, email LEO-MiTC@michigan.gov to be added to the existing Training Provider account on MiTC.

Upon submission of the New Training Provider Application, you will receive an activation email from the website. After completing the activation process, you may access your Administrator account by signing in with your email address and the password set during the account process.

*All communication from MiTC regarding this Provider account will be sent to the email address(es) provided for approved admin users, so it is important to keep the accounts current. Note: MiPSS (Michigan Postsecondary Schools) heading may be available for some users.

The screenshot displays the 'ADMINISTRATION MAIN PAGE' with the following sections and buttons:

- My Account**
 - My Account
- MiPSS (Michigan Postsecondary Schools)**
 - Dashboard
 - Edit New License
 - Renew License
 - View License
 - Update Mailing Address
 - Update Location
 - Update School Name
 - Update School Ownership
 - Update School Accreditation
 - Add Program
 - Modify Program
 - Delete Program
- MiTC**
 - Update Provider
 - Add New Program
 - Modify Programs
 - Add Individual Student Exits
 - Bulk Upload Student Exits
 - Edit New Provider (highlighted with a mouse cursor)
- User Guides**
 - MIPSS User Guide
 - Distance Ed User Guide
 - Educational Corp User Guide
 - Proprietary School Guidebook for Document Requirements
 - MiTC Provider User Guide
 - Registered Apprenticeship Sponsor User Guide

When a new Training Provider automated application is reviewed by MiTC staff, it will be approved, returned to you for clarification, or disapproved. Please check the Edit New Provider button above to make changes.

Logging In

Navigate to the MiTC web page at <https://www.mitalent.org/mitc> and click the SIGN IN button in the upper right-hand corner of the screen to log in to your Provider account.

The screenshot shows the homepage of the PURE MICHIGAN Talent Connect website. At the top right, there are navigation links for Newsletters, Career Events, About Us, and Contact Us, along with a language selection dropdown. Below these is a 'Sign In' button with a dropdown arrow, which is being clicked by a mouse cursor. Next to it is a 'Create Account' button. A search bar is located below the navigation. The main navigation menu includes Home, Job Seeker, Employer, Career Exploration (selected), Veteran, and Skilled Trades. The main content area features the 'MICHIGAN TRAINING CONNECT' header and a sub-header: 'Michigan Training Connect (MITC) is the state's official eligible training provider list for individuals qualifying for an Individual Training Account under the Workforce Innovation and Opportunity Act.' Below this, there are sections for 'Students and Training Providers', 'Postsecondary Credential Attainment Decision Tree', 'Provider Reporting Webinar', and 'Bulk Upload Spreadsheet Guide Webinar'. The 'Students' section includes a 'Search for available training' button and text about contacting the Michigan Works! Service Center. The 'Training Providers' section includes text about applying to MITC and adding an administrator account.

Sign in using your email address, click NEXT and enter your password. If you do not remember your password, please click 'Forgot Password?' and the system will help with the process to update the password.

The screenshot shows the 'Sign In' form on the PURE MICHIGAN Talent Connect website. The form is overlaid on the homepage content. It includes a 'Sign In' header, a 'Email Address Or MILogin User ID' field with the value 'apprprovider@michigan.gov', a 'Password' field, and a 'Forgot Password?' link with a dropdown arrow. A 'SUBMIT' button is at the bottom of the form. A mouse cursor is pointing at the 'Forgot Password?' link.

Once successfully logged in, the administration main page appears.

If you are logged in with an email associated with the Proprietary School Licensing system, MiPSS, the Administration Main Page shown above will include the MiPSS Admin buttons for licensing/renewal options.

Questions regarding proprietary school licensing and renewals will continue to be directed to LEO-PSS@michigan.gov.

The admin screen may also be accessed from any web page by clicking the gear icon located in the upper right-hand corner or by clicking the [RETURN TO ADMIN HOME](#) button.

The screenshot displays the Administration Main Page with a navigation bar at the top containing links for Home, Job Seeker, Employer, Career Exploration, Veteran, and Skilled Trades. A gear icon in the top right corner is highlighted with a hand cursor. The main content area is titled "ADMINISTRATION MAIN PAGE" and is organized into three sections: "My Account" with a "My Account" button; "MiPSS (Michigan Postsecondary Schools)" with a row of buttons including Dashboard, Edit New License, Renew License, View License, Update Mailing Address, Update Location, Update School Name, Update School Ownership, Update School Accreditation, Add Program, Modify Program, and Delete Program; "MiTC" with buttons for Update Provider, Add New Program, Modify Programs, Add Individual Student Exits, Bulk Upload Student Exits, and Edit New Provider; and "User Guides" with buttons for MIPSS User Guide, Distance Ed User Guide, Educational Corp User Guide, Proprietary School Guidebook for Document Requirements, MITC Provider User Guide, and Registered Apprenticeship Sponsor User Guide.

My Account

From the “My Account” button, you can make updates to your account such as address, phone number, email and password changes. Please note you cannot change your email address and password at the same time, you must make these changes separately. All fields marked with a red asterisk are required for completion.

My Account

User Information

* Last Name	Middle Initial	* First Name
<input type="text" value="Provider"/>	<input type="text"/>	<input type="text" value="Test"/>
Suffix	* Phone	
<input type="text"/>	<input type="text" value="5175551212"/>	
* Address Line 1	Address Line 2	
<input type="text" value="111 Main Street"/>	<input type="text"/>	
* City	* State/Province	* Country
<input type="text" value="Lansing"/>	<input type="text" value="MI"/>	<input type="text" value="United States"/>
* Zip/Postal Code	* Admin Association	
<input type="text" value="48913"/>	<input type="text" value="Other"/>	
* Email	* Confirm Email	
<input type="text" value="TestApprenticeship@michigan.gov"/>	<input type="text" value="TestApprenticeship@michigan.gov"/>	
Password	Confirm Password	
<input type="text"/>	<input type="text"/>	

Update Provider Information

Use this button to make any necessary changes to the school information such as address or contact information. If you are an Admin for more than one Provider, please note that you will select which Location you would like to update by selecting between your locations with the top Select Provider dropdown.

Provider Name, Type and license expiration cannot be modified by users; for assistance with these changes, contact LEO-MITC@michigan.gov.

Update Provider Information :

Select Provider : Z-Test Provider

Provider Name : Z-Test Provider

Provider Type : Private For-Profit

Description : Enter Description Here

IPEDS Code :

License Number : 860199999

License Expiration Date : 06/30/2023

Business Partnerships : 2

Primary Telephone Number : (517) 555 - 1212 Ext.

Primary Fax : () -

Website : Enter Website with http:// or https://

Primary Contact Name : Primary Contact Name here

Primary Contact Title : Primary Contact Title here

Update School Information
Use the fields below to update your institution information in the system. Those fields that are marked with a red asterisk (*) are required. Once you have entered all required information, click the Save button.

Training Provider information is shown. For Institutions of Higher Education, the Integrated Postsecondary Education Data System (IPEDS code) may be prefilled at the six-digit main campus level. Please verify and contact us if this is incorrect.

Proprietary/postsecondary schools will have any state department-issued number identified, along with the license's expiration date. Please verify this information and contact us if this is incorrect.

New: Please complete the Business Partnerships question and update your institution's description. Up to 1500 characters are allowed for the Description field.

The next section identifies the contact name, address and information for your main campus.

- Primary Location: West Lansing Campus (Location 1)

* Address 1:

Address 2:

* City:

County:

* State:

* Zip Code: -

* Location Name:

Telephone Number: Ext.

Fax:

Contact Name:

Contact Title:

Primary Location:

+ Coldwater Campus (Location 2)
+ Garden Campus (Location 3)
+ Lansing Campus (Location 4)
+ Southgate Campus (Location 5)

Multiple locations under the same license or IPEDS identifier are identified by the City of the location. You may update this by entering a different name in the “Location Name” field above. Please contact us to add or remove locations.

Proprietary schools are issued different licenses for each location, and can have different programs approved for each location, each licensed location will have a separate account on MiTC. Admins overseeing multiple locations are able to be connected to each requested Provider profile and will utilize the Select School/Sponsor dropdown under their Admin login.

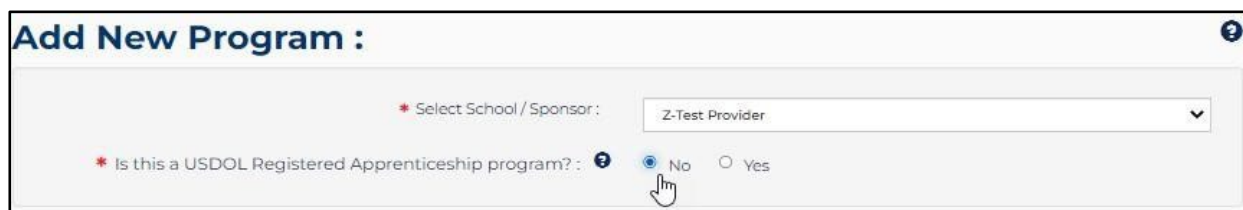
Add New Program

To add a new program, all fields marked with a red asterisk are required for completion. Please gather necessary information before starting as system may timeout during process and data entered would not be saved.

Select School: If your account is associated with more than one training provider or provider location, you will need to indicate the school for which you are entering the program.

Is this a U.S. Department of Labor (USDOL) Registered Apprenticeship program?

If No, click that button and continue. If Yes, please refer the Registered Apprenticeship User Guide.



Add New Program :

* Select School / Sponsor : Z-Test Provider

* Is this a USDOL Registered Apprenticeship program? : No Yes

Classification of Instructional Program (CIP): Identify the CIP of the program AS REPORTED TO Center for Educational Performance and Information (CEPI) or as identified in your Proprietary School license, if applicable. This allows the MiTC system to properly identify programs between systems, when available, to allow MiTC to provide wage outcome information.

CIP General Category: The system will guide you through the appropriate choices by prompting you to first choose the general two-digit category of the training.

CIP Detailed Category: the four-digit detailed category.

CIP Program: the six-digit program code unique to the training.



* CIP General Category : 46 - CONSTRUCTION TRADES

* CIP Detailed Category : 46.04 - Building/Construction Finishing, Management, and Inspection

* CIP Program : 46.0402 - Concrete Finishing/Concrete Finisher

You may also go to <https://nces.ed.gov/ipeds/cipcode/search.aspx?y=56> or search the internet by your program name for assistance with the proper identification of your program. Proprietary Schools should match the CIP Code to their Approved Programs list for their license.

Continue to answer the remaining questions and if you need additional information regarding each field, click on the “question mark” icon. Please note under “Additional Sources of Financial Assistance,” you do **not** need to enter Michigan Works funding, as inclusion on MiTC is for this purpose. If available, the “Program Locations” checkboxes section will be offered if your account has more than one location. This allows you to describe and submit the program only once, aiding in data entry.

Note: Per WIOA federal regulation Sections 680.460, 680.480, 680.490 and State requirements, a training provider must meet requirements for eligibility and provide accurate information to obtain and retain status as an eligible training provider. This includes accurate cost information posted on the MiTC, and that WIOA Individual Training Account (ITA) students must not be charged at a different rate than non-ITA students.

Note: Proprietary schools, by law, can only issue Certificates of Completion, so will always choose “Industry-Recognized Certificate or Certification” for the federally defined choices within the ‘Credentials Earned Upon Completion’ field. Use the ‘Name of Associated Credential’ field to identify the industry credential your students are eligible to obtain for upon completion of your program, and the Issuer of that credential, which could be the State of Michigan or National Healthcare Association, for example. Please do NOT abbreviate these fields for verification purposes.

* Program Title :

* Program Description :

* Program Locations : Southgate Campus
 Garden Campus
 Coldwater Campus
 Lansing Campus
 West Lansing Campus

Program Contact Name :

Program Contact Phone Number : () -

* Program Website :

* Program Duration (Clock / Contact Hours Per Week) :

* Program Duration (Weeks) :

* Program Format : In person
 Online, E-learning, or Distance Learning
 Hybrid or Blended Program

* Program Prerequisites :

Program Admission Requirements :

* Credentials Earned Upon Completion :

* Name of Associated Credential :

* Issuer of Associated Credential :

* Associated Occupation 1 :

Associated Occupation 2 :

Associated Occupation 3 :

Additional Sources of Financial Assistance Accepted : Pell Grants
 Other

Other Sources Description :

* Estimated Waiting Period to Enter :

* License Fee for Employment : No Yes

* Tuition : \$

* Accurate cost information posted on the MITC for WIOA Individual Training Account (ITA) students **must not be charged at a different rate than non-ITA students.**

* Mandatory Fees : \$

* Cost of Books and Supplies : No Yes If yes, enter amount \$:

* Internship/Externship Required : No Yes If yes, enter hours:

* Is this Program New? : No Yes

Completion Information

Note: The Completion Information section is aligned to USDOL specifications. *Please note the dates indicated under each field, which advance by one year each July 1.* (The screenshot below is active from July 1, 2025 – June 30, 2026.)

Completion Information	
* Total Number of Students : ⓘ (for period Jul 01, 2024 - Jun 30, 2025)	Update Information
* Enrollees : ⓘ (for period Apr 01, 2024 - Mar 31, 2025)	Update Information
* Exited : ⓘ (for period Apr 01, 2024 - Mar 31, 2025)	Update Information
* Completers : ⓘ (for period Apr 01, 2024 - Mar 31, 2025)	Update Information
Credential Attainment Information	
* Exited : ⓘ (for period Jan 01, 2023 - Dec 31, 2023)	Update Information
* Completers : ⓘ (for period Jan 01, 2023 - Dec 31, 2023)	Update Information

Total number of Students – The total number of students who were enrolled in the program during the identified timeframe.

Current Enrollees – The total number of students still currently enrolled in the program as of the reporting date.

Exited – The total number of students who completed training, withdrew, or transferred from the program during the reporting year.

Completers – The number of students recorded within the Exited total who successfully completed the training program.

Placement Information

Students from the timeframes indicated are provided from the data submitted to the Center for Education Performance and Information (CEPI) or by the spreadsheet / individual entry submitted prior to program renewal using student identifying data to match with state of Michigan Wage Records submitted by Michigan employers (See Provider Outcomes Tool section). This data is auto populated from your spreadsheet(s) and can only be edited by submitting a new spreadsheet.

Note: Out-of-state schools are allowed to self-report or may submit student data through the MiTC Upload system, recognizing that the system only reports Michigan wage records. Out-of-state schools are directed to represent the program by providing data for ALL student attendees and completers, and to not filter out Michigan attendees. This is a new instruction from USDOL to ensure Providers and programs that are reported across multiple states represent the same data.

Wages - 2nd Quarter after Exit Quarter						
Exited Program During:	2nd Quarter	Entire Quarter Earnings	# Exited	Total # Employed	Median Earnings	Average Earnings
Jul. 1 - Sep. 30	Jan. 1 - Mar. 31					
Oct. 1 - Dec. 31	Apr. 1 - Jun. 30					
Jan. 1 - Mar. 31	Jul. 1 - Sept. 30					
Apr. 1 - Jun 30	Oct. 1 - Dec. 31					
Wages - 4th Quarter after Exit Quarter						
Exited Program During:	4th Quarter	Entire Quarter Earnings	# Exited	Total # Employed	Average Earnings	
Jan. 1 - Mar. 31	Jan. 1 - Mar. 31					
Apr. 1 - Jun 30	Apr. 1 - Jun 30					
Jul. 1 - Sep. 30	Jul. 1 - Sep. 30					
Oct. 1 - Dec. 31	Oct. 1 - Dec. 31					

2nd Quarter

This section applies to a July – June cohort of students with a last day of attendance as indicated, which rolls forward each July 1. (The screenshot below is active from July 1, 2025 – June 30, 2026.)

Placement Information	
(for student exiters between Jul 01, 2023 - Jun 30, 2024)	
* Total number of Exiters :	<input type="text" value="0"/>
* Total number Employed for 2nd quarter after exit :	<input type="text" value="**"/>
* Median Earnings for 2nd quarter after exit :	<input type="text" value="**"/>
* Average Earnings for 2nd quarter after exit :	<input type="text" value="**"/>

** Data suppressed to protect personally identifiable information

Exited – The total number of students who completed training, withdrew, or transferred from the program during the timeframe shown.

Total number Employed for 2nd Quarter after Exit – The total number of students included in the Exited total who were employed in their 2nd Quarter after the Exit Quarter.

Median Earnings for 2nd Quarter after Exit – Of all the exited students indicating Employment in their 2nd Quarter, the median earnings of these students is populated.

Average Earnings for 2nd Quarter after Exit – Of all the exited students found in Wage Records in their 2nd Quarter, average earnings of these students will be populated.

4th Quarter

This section applies to the cohort of student exiters as indicated by the timeframe, which updates every July 1. The calendar year indicated allows time to account for a complete fourth quarter of wage outcomes for Exited Students. (The screenshot below is active from July 1, 2025 – June 30, 2026.)

Placement Information
(for student exiters between Jan 01, 2023 - Dec 31, 2023)

* Total number of Exiters : ?

* Total number Employed for 4th quarter after exit : ?

* Average Earnings for 4th quarter after exit : ?

** Data suppressed to protect personally identifiable information

Exited – The total number of students who completed training, withdrew, or transferred from the program during the reporting timeframe.

Total number Employed for 4th Quarter after Exit – The total number of students included in the Exited total who were employed in their 4th Quarter after the Exit Quarter.

Average Earnings for the 4th Quarter after Exit – The average earnings of all exited students employed in their 4th Quarter after exit.

The system will generate employment rates from student spreadsheet data or through program matching with CEPI CIP Codes. The Placement sections are NOT editable by in-state Providers. This data is populated from the student data submitted through the Upload Student Exit submission process and the Michigan Wage Record match done by the system during the nightly process.

The Credential Attainment Information section exiter count provided by Providers will be compared to the 4th Quarter Placement Information section exiter totals from the spreadsheet for the same timeframe.

Performance Alert

The MiTC system compares program data with Performance standards negotiated with the USDOL for 2nd and 4th quarter employment rates, median earnings, and credential attainment rates. If a program fails to meet any of the minimum requirements, the webpage will generate an alert at the top of the page.

• The data you have entered indicates that this program fails to meet minimum Michigan performance standards for Credential Attainment. The program cannot serve students with Individual Training Accounts unless you provide some additional information regarding factors in the local area or characteristics of the population you serve. If your program meets either of the two conditions listed below, it may be included on the list of eligible providers even though it does not meet all of the performance criteria.

1. The program is needed because of specific economic, geographic, and demographic factors in the local area in which you are providing training and educational services, or
2. The program is needed because of the characteristics of the populations served by your program, including any demonstrated difficulties in serving these populations.

If you believe that one or both of these conditions justify an adjustment to the performance expectations for your program, use the Local Economic Conditions and/or Demographics boxes to provide additional relevant information by clicking [here](#). Your local Michigan Works! reviewer is required to consider this information, and may or may not agree to an adjustment.

You will need to request an exception with an accompanying explanation for the program to be sent for consideration by your Michigan Works! (MWA) reviewer. Clicking the bolded word “[here](#)” in the error message will take you to the part of the page where these explanations can be entered.

Request for Exception, Program Below State of Michigan Standards

Your program has failed to meet one or more of the State's performance standards. If you wish to continue in your application for subsequent eligibility, you must indicate the unusual circumstances that justify an exemption for your program. You may describe local economic conditions, the characteristics of the population(s) served, or both (if both factors apply). Your Michigan Works! reviewer will consider these factors in his or her decision-making process. You may be asked for additional information.

Local Economic Conditions:

Demographics:

Local Economic Conditions: If your program’s performance data does not meet the state’s performance standards, and you feel that economic conditions in your area such as recession are responsible, describe that situation here.

Demographics: If your program’s performance data does not meet the state’s performance standards, and you feel that is due to the program serving a hard-to-serve student population, describe the situation here.

Submission Process

1. Once the program has been saved, the MiTC system submits it to the Department of Labor and Economic Development's Office of Employment and Training (LEO-E&T) for initial review of data for licensing verification, completeness, and errors.
2. Once the program passes review by LEO-E&T, it will be forwarded to the provider's local Michigan Works! Agency (MWA) for review and final determination of approval. All programs are submitted to the MWA of the indicated Primary Location County.

The training institution will be notified via email of the status of the program once an action has been performed.

If the program does not pass either LEO-E&T or MWA review, the provider will receive a request for more information (RMI) notice via email that the program was failed, with an explanation.

Please respond to any questions from LEO-E&T or MWA in the Notes section at the bottom of the program page and resave/submit. *Please note anything entered in the Notes section is only viewable by MWA and LEO-E&T staff.*

Notes: 

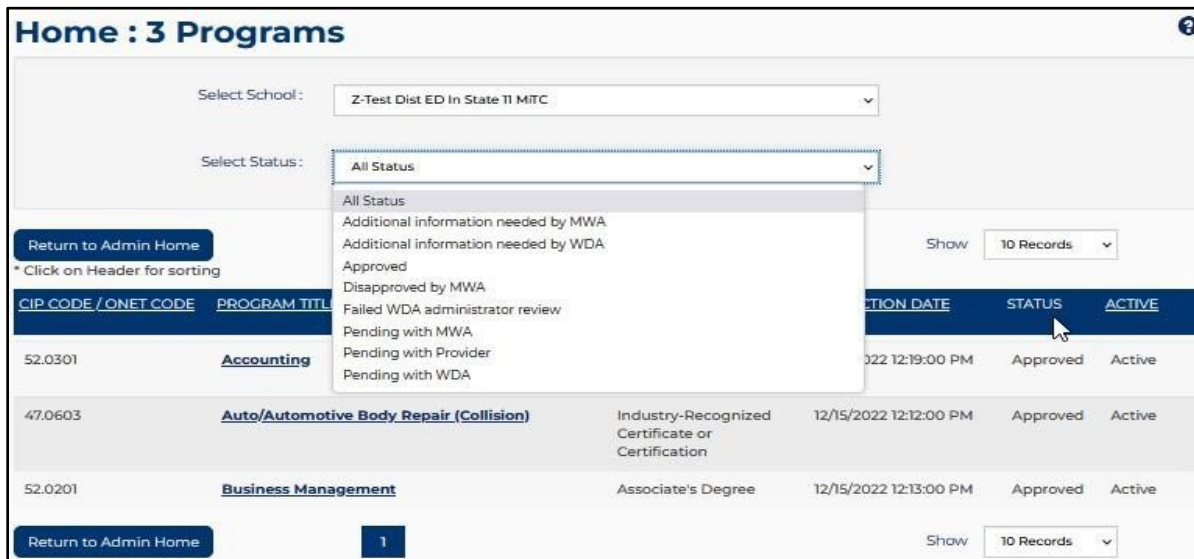
Once the program is passed from the initial review by LEO-E&T to the local MWA, the MWA has ten (10) business days to decide to either request more information, pass or fail the program. The training institution will be notified of the status via a system generated email. Once the program has been passed by the MWA, it will immediately appear for public viewing under "Training Search" on Michigan Training Connect.

Modify Programs

Modify Programs, also known as the Provider Queue, can be used to update information on a program. You can do so by clicking on the title of the program.

If your Admin account is linked to more than one location, you can review the status of programs at each location by selecting the provider under the “Select School” dropdown.

Providers may sort their programs by clicking on the word STATUS in the column header or by using the “Select Status” filter, as identified below.



The screenshot shows a web interface titled "Home : 3 Programs". At the top, there are two dropdown menus: "Select School:" with the value "Z-Test Dist ED In State TI MITC" and "Select Status:" with the value "All Status". Below these are two buttons: "Return to Admin Home" and a note "* Click on Header for sorting". A table with columns "CIP_CODE / ONET_CODE", "PROGRAM TITLE", "ACTION DATE", "STATUS", and "ACTIVE" is displayed. The "STATUS" column header is highlighted, and a dropdown menu is open over it, listing various status options: "All Status", "Additional information needed by MWA", "Additional information needed by WDA", "Approved", "Disapproved by MWA", "Failed WDA administrator review", "Pending with MWA", "Pending with Provider", and "Pending with WDA". The table contains three rows of data, all with "Approved" status and "Active" flag. At the bottom, there are two more "Return to Admin Home" buttons, a page indicator "1", and a "Show 10 Records" dropdown.

Status Definitions

Approved – The program has passed both the initial and final review. The program is visible on Michigan Training Connect.

Pending with WDA / Pending with MWA – The program is pending review by LEOE&T or MWA.

Additional Information Needed by WDA / Additional Information Needed by MWA – A request for additional information has been requested by the initial reviewer (LEOE&T) or by the local MWA.

Failed WDA Review – Revise and resubmit – The program was failed by the initial reviewer (LEO-E&T) with an explanation and instructions on how to correct the information.

Disapproved by MWA – The program has failed the final review by the local MWA and has been returned to the provider with an explanation and instructions on how to appeal the decision.

Assurances

On behalf of my educational institution, I hereby agree to the following:

- My educational institution/organization agrees to accept Individual Training Account (ITA) funding.
- I am authorized by my educational institution/organization to submit program information on its behalf.
- I acknowledge that my educational institution/organization's programs submitted to Michigan Training Connect may be included in other Department of Labor and Economic Opportunity – Workforce Development training websites such as Pathfinder, Credential Finder and Going Pro.
- In the event of an audit, my educational institution/organization will provide supporting documentation that validates the data I have provided for any program posted on Michigan Training Connect.
- My educational institution/organization is in compliance with all federal, state and local laws and regulations that govern occupational training. I am also aware that other state agencies may have licensing authority over my educational institution/organization's programs and certify that my educational institution/organization is in compliance with all additional licensing requirements.
- I acknowledge that as of August 13, 2019, my educational institution/organization must collect and provide individual student identifying data for all students in programs submitted to Michigan Training Connect in order to match with Michigan wage records to provide wage outcomes required by the US Department of Labor. Some exceptions may apply, but must be preauthorized.

All assurances will need to be checked for both program submission and after any modifications.

Note: Providers cannot delete programs once they have been entered.

For assistance with removing or inactivating a program or to make any necessary corrections, contact LEO-MiTC@michigan.gov.

Effective 8/13/2019, training providers must collect all student UIC or SSN or the 5 required elements (First Name, Middle Name, Last Name, Date of Birth and Gender) to ensure performance data is available for the USDOL Annual Report.

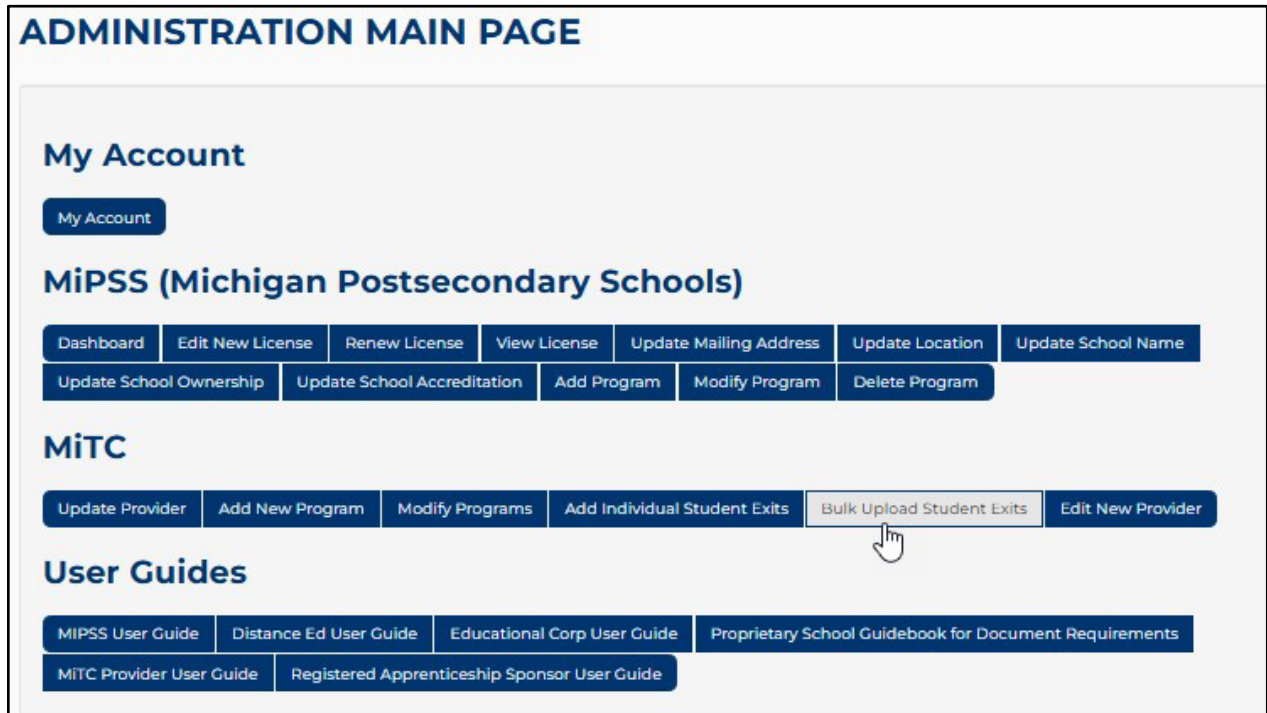
MiTC Provider Reporting Tool

Entering Student Exits

There are two ways to enter student data in MiTC for Wage Record Matching for the Placement Information outcomes sections. Submissions to these portals are accepted under secure state protocol and are not seen by MiTC staff.

You may choose either “Add Individual Student Exits” or “Bulk Upload Student Exits” options. Whichever option is chosen, student data for ALL students enrolled in the training program in the academic year indicated must be entered, regardless of how the training was paid. This is a requirement for inclusion on MiTC as directed by the US Department of Labor.

Training Providers cannot split student data using more than one entry method (i.e. 1/2 participants on placement information screen and the other 1/2 of participants through the Provider Reporting Tool).



Add Individual Student Exits

Individual student entry allows the student records to be entered one at a time. This should be used when entering or updating information for small numbers of students. This process is limited to July 2023 – June 2024, so providers who submitted data last year are able to utilize this process as the January – June 2023 exiters were included in last year’s submission.

To enter student data individually, first select the school (if you have administrative access to more than one Training Provider account) and the program for which data needs to be entered.

We have provided two options for student identification – either by Social Security Number (SSN) or by the provision of minimum personally identifiable information (PII) needed to match within the state wage record system. If the SSN is NOT known, the next block of student information will be necessary.

Required fields are indicated by a red asterisk (*).

Add Student Exits : Jul 01, 2024 - Jun 30, 2025 ?

[Return to Admin Home](#) [Bulk Upload Student Exits](#)

* Select School ?

* Select Program ?

[Show Program Details](#)

* SSN: ?

UIC: ?

* Name: ?




















Previous Last Name: ?

Suffix: ?

* Gender: ?

* Date of Birth: ?

Multiple Birth Order: ?

★ Ethnicity :		<input type="text" value="--Select Ethnicity--"/>
★ Race :		<input type="text" value="--Select Race--"/>
★ State/Province :		<input type="text" value="Michigan"/>
Local Student ID :		<input type="text" value="Optional"/>
Residency Status :		<input type="text" value="--Select Residency Status--"/>
Military Status :		<input type="text" value="--Select Military Status--"/>
★ Entry Date :		<input type="text" value="MM/DD/YYYY"/>
★ Exit Date :		<input type="text" value="MM/DD/YYYY"/>
Completed the Program? :		<input type="checkbox"/>
Academic Award Date :		<input type="text" value="MM/DD/YYYY"/>
Session Name :		<input type="text" value="--Select Session--"/>
Session Type :		<input type="text" value="--Select Session Type--"/>
Pell Grant :		<input type="text" value="--Select Pell Grant--"/>
Primary Academic Level :		<input type="radio"/> Yes <input type="radio"/> No
Degree / Certificate Seeking Student :		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Community College Seeking Transfer to 4-Year only
Student Level :		<input type="text" value="--Select Student Level--"/>
Postsecondary Award Level :		<input type="text" value="--Select Postsecondary Award Level--"/>
Postsecondary Enrollment Type :		<input type="text" value="--Select Postsecondary Enrollment Type--"/>
High School Student :		<input type="text" value="--Select High School Student Type--"/>

Session Grade Point Average :	<input type="text" value="Decimal only (0.00)"/>
Cumulative Grade Point Average :	<input type="text" value="Decimal only (0.00)"/>
Course Start Date :	<input type="text" value="MM/DD/YYYY"/>
Course End Date :	<input type="text" value="MM/DD/YYYY"/>
Course Subject Abbreviation :	<input type="text" value="Optional"/>
Course Number :	<input type="text" value="Optional"/>
Course Title :	<input type="text" value="Optional"/>
Course Credit Basis :	<input type="text" value="--Select Course Credit Basis--"/>
Course Credit Attempted :	<input type="text" value="Decimal only (0.00)"/>
Course Credit Earned :	<input type="text" value="Decimal only (0.00)"/>
Course Grade Status Code :	<input type="text" value="--Select Course Credit Basis--"/>
Course Academic Grade :	<input type="text" value="Decimal only (0.00)"/>
Course Academic Grade Scale Code :	<input type="text" value="PESC Code 01-99"/>
Course Academic Letter Grade :	<input type="text" value="Optional"/>
Course Contact Hours :	<input type="text" value="Decimal only (0.00)"/>

Definitions for each element may be found by clicking on the collection was modelled after the State of Michigan education system to match data currently collected by the Michigan Student Data System STARR collection.

When the data has been entered, press Save at the bottom of the screen.

Bulk Upload Student Exits

The Bulk Upload Student Exits feature allows the submission of multiple student records at one time through file upload. This should be used when entering data for large numbers of students.

Bulk Upload Student Exits :

[Return to Admin Home](#) [Add Individual Student Exits](#)

* Select School :

* First Exit Date :

* Last Exit Date :

* Select Student File : No file chosen [Download Template](#)

* Wage outcomes provided in the Placement Information Section of each program require student exiter data from Jan 01, 2023 - Jun 30, 2024.

* Programs submitted for the first time require exiter data from Jan 01, 2023 - Jun 30, 2024.

* Bulk Upload of Student Exits data for the Jul 01, 2024 - Jun 30, 2025 timeframe is due by Jun 30, 2026.

A copy of the import template needs to be downloaded to batch import student information. Click “Download Template” after selecting the Bulk Upload option. This is an Excel file with an .xlsx extension. **Please refer to the Instruction worksheet tab in the download template for accepted details.**

Information can be typed into each cell individually or copied and pasted (ensure that you merge formatting) from another document, but **DO NOT modify or delete column titles or order.**

Once completed, please note the First Exit Date and Last Exit Date in the exit date column (Column O) of your spreadsheet and save the spreadsheet to your computer. In the Bulk Upload Students Exits button, choose your school, enter the dates of your spreadsheet, and click Choose File to select your saved file to upload.

Bulk Upload Student Exits :

[Return to Admin Home](#) [Add Individual Student Exits](#)

* Select School :

* First Exit Date :

* Last Exit Date :

* Select Student File : No file chosen [Download Template](#)

* Wage outcomes provided in the Placement Information Section of each program require student exiter data from Jan 01, 2023 - Jun 30, 2024.

* Programs submitted for the first time require exiter data from Jan 01, 2023 - Jun 30, 2024.

* Bulk Upload of Student Exits data for the Jul 01, 2024 - Jun 30, 2025 timeframe is due by Jun 30, 2026.

The file you have chosen from your computer location will be listed next to the Choose File button. You may then click the Upload File button to transfer the information to your Provider Account.

Note: Your file and/or student data can be overwritten at any time until the data collection period closes on June 30 for the previous data collection timeframe. The required Bulk Upload of Student Exits data timeframe and the due date is referenced.

If there are no issues with the spreadsheet, the webpage will display the green banner as shown:

The screenshot shows a green banner at the top with the text "Student records saved successfully." Below this is the "Bulk Upload Student Exits" page. It features a "Return to Admin Home" button on the left and an "Add Individual Student Exits" button on the right. The main form includes fields for "Select School" (a dropdown menu showing "Z-Test Provider"), "First Exit Date" (a date input field with the placeholder "MM/DD/YYYY"), and "Last Exit Date" (another date input field with the placeholder "MM/DD/YYYY"). There is also a "Select Student File" section with a "Choose File" button and the text "No file chosen". A "Download Template" link is located to the right of the file selection. Below the form, there are three asterisked notes: "* Wage outcomes provided in the Placement Information Section of each program require student exiter data from Jan 01, 2023 - Jun 30, 2024.", "* Programs submitted for the first time require exiter data from Jan 01, 2023 - Jun 30, 2024.", and "* Bulk Upload of Student Exits data for the Jul 01, 2024 - Jun 30, 2025 timeframe is due by Jun 30, 2026." At the bottom left of the form area is an "Upload File" button.

If the system identifies errors, the message will indicate the errors with a link to assist you:



Clicking the word "here" will display the errors by spreadsheet line and column heading:

```
In row#2, program name is required. Enter program name registered in MITC for the selected school.
In row#2, program CIP is required. Enter program CIP code registered in MITC for the selected school.
In row#2, program certification is required. Enter program certification registered in MITC for the selected school.
In row#2, either SSN or student information is required.
In row#2, entry date is required.
In row#2, exit date is required.
In row#2, ethnicity is required.
In row#2, race is required.
In row#2, state is required.
In row#3, program certification is required. Enter program certification registered in MITC for the selected school.
In row#3, program CIP is required. Enter program CIP code registered in MITC for the selected school.
In row#3, program name is required. Enter program name registered in MITC for the selected school.
```

Most errors can be resolved by the Training Provider. A message to contact Site administrators could indicate a spreadsheet that is saved in the wrong format, is not the current version, has invalid Exit dates, or has other concerns. Do NOT send the spreadsheet to MiTC as the personal information it contains is NOT safe to email.

If, after reviewing the Instructions sheet and your data, you could not identify the issue, please email LEO-MITC@michigan.gov to arrange additional help. As the spreadsheet is available to upload between July 1 and the following June 30, please do not wait until June to upload so we can ensure MiTC staff can assist you.