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1.0 Overview
The goal of this application is to provide the Michigan Post-Secondary School Training Provider the ability to apply for a new license or renew an existing license. The Training Provider will access the application through the Pure Michigan Talent Connect (PMTC) page.

https://www.mitalent.org

2.0 Apply for A New Proprietary School License/Create Account

2.1 New License Application
You will apply for a school license and create an account by clicking on the Create Account button.

The below questions will be displayed on the page. To apply for a proprietary school license, answer ‘No’ to both questions and click on the Apply to Be A Licensed Proprietary School button.

You will see the new license application form displayed. Enter at a minimum the required fields (red asterisk indicates required). If you answer ‘Yes’ to the question regarding being part of Michigan
Training Connect (MiTC), the institution could be eligible to receive training funds through Michigan Works! agencies if approved for placement on MiTC.
You will need to remember the Primary Contact Email and Password entered on the application as this will be your credentials for logging into the Michigan Post-Secondary School (MiPSS) system upon activating your account.
You can click on **Save and Continue** button after entering required information.
Click on **OK** button

You need to enter at least one program and one course. Enter the required information for the program.
Click on **Add Course to Program** button. The below section is displayed.

![Add Course to Program](image)

To add more than one course to the program, click on the **Add Course to Program** button for each course you want to add. The **Skip Enter Course** check box is equivalent to deleting a course after clicking on the **Add Course to Program** button. There is not a way to remove a course, but you will be able to skip entering the course if you change your mind by checking this box.

**NOTE: A minimum of one program and one course is required to apply for a license.**

Click on the **Save and Continue** button once program/course information is entered. The below pop up is displayed. Click on the **OK** button.

![Save and Continue](image)
You will see the Assurance page displayed. Check the box for required assurances and enter signature.

ASSURANCES

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

- I certify that the statements in this document are true and completed. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law.

- Programs including Clinicals, Internships or Externships - the program(s) listed has less than 50% of the program hours dedicated to clinicals, internships or externships. I am aware I must provide the information on who arranges and who supervises the clinical, internship or externship, as well as where it will be held and whether it is paid or unpaid. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

- Programs Requiring Additional Inspections - all additional required inspections and registrations have been obtained. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

- Emergency Medical Services Program (Paramedics, EMT, First Responders) - the program(s) listed has the joint approval required from the Michigan Department of Health and Human Services. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

- Nurse Aide or Nursing Programs - the curriculum for the program(s) listed has the joint approval from the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

- Real Estate, Appraisal and Builders Programs - the curriculum for the program(s) listed has the joint approval required from the Michigan Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

- Massage Therapy Program - the massage therapy curriculum for the program(s) listed is compliant with the administrative rules promulgated by the Bureau of Professional Licensing, Board of Massage Therapy and meets the requirements of the rules (R 338.722). I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

Print your Name

04/27/2021

Signature

Signature Date

SAVE AND CONTINUE
Click on the **Save and Continue** button. The below popup is displayed. Click on the **OK** button.

![Popup Image]

2.2 Payment

The Payment page is displayed. Review information and click on **Complete Payment** button.

![Payment Page Image]
You will be directed to our payment website for payment method. Click on the **Next** button to continue. The **Back** or **Exit** button will take you back to the previous page.

The Payment Information page will be displayed.

Enter the required payment information and click on the **Next** button. The **Back** button will take you back to the Payment Method page. The **Exit** button will take you to the Make Payment page.
The Payment Review page will be displayed. Click on the **Pay Now** button to submit your payment. The **Back** button will take you back to the Payment Information page. The **Exit** button will take you to the Make Payment page.

### 2.2.1 Successful Payment

If Payment is successful, the below message and page will be displayed. An email notification will be sent to the primary email address that was entered on the application informing you of your successful submission of the application. In addition, an email will be sent to the email address entered on the payment information page notifying you of payment confirmation.
2.2.2 Unsuccessful Payment
If payment is unsuccessful, the Payment Status will be Pending with a corresponding message with the steps that need to be taken to resolve the payment. In the below scenario, you would need to try the payment again due to an address verification issue. You would click on the Complete Payment button and try again.
2.3 Account Activation/License Approval

2.3.1 Account Activation
Once you have submitted the application for your school license, you will receive an email to activate your account. Check your inbox for the email address that you entered on the application. Click on the link in the body of the email to activate your account. You will be directed to the Training Provider sign in page and the account verification message will be displayed.

![ACCOUNT VERIFICATION](image)

You will be able to sign in to the MiPSS system with your credentials upon activating your account, but you will have limited access to the system until your license has been approved. Upon activation, you can access your account and edit your license information.

To log in to your account, execute the below URL and enter the primary email address and password that you entered on your application. [https://www.mitalent.org/](https://www.mitalent.org/)

![ADMINISTRATION MAIN PAGE](image)
2.3.2 License Approval
Upon submitting your school license application, the PSS staff will validate your license for approval.

Request Additional Information
If more information is needed prior to approving your license, you will receive an email sent to your primary contact email address stating what additional information is needed prior to your license being approved.

You will need to sign into your account and click on the Edit New License button. You will see your license listed on the page. Click on the School Name to edit your license.

Follow the instructions in the email that you received or read the message at the top of the page.
Click on the Save and Continue button and the PSS staff will validate your license for approval.

Approved
If your license is approved, you will receive an email sent to your primary contact email address stating that the license you submitted is approved.

You will be able to sign into your account and click on the View License button to view and download your license.

The View License page is displayed. Click on the Download License Certificate button to view/print your school license.
If you answered ‘Yes’ to the question regarding being part of Michigan Training Connect (MiTC), you will see an additional section when you sign into your account that is for MiTC access.