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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

*Validation of Email Account for Renewal (First Time Users Only)*
Below are the steps if you are NEW to the MiPSS system and are renewing an existing license.

1. Type in the email address and the temporary password: Password1
Then click ‘Submit’.

Note: A space prior to either the email address or password will result in an error. This may occur if you copy/paste the password into the ‘Password’ field.
2. Update the password. Click the check box to agree to terms if available. Click ‘Submit’ or ‘Save’.

NOTE: Do not attempt to change the remaining information on the Administrative Screen if other field are available. You will be able to update information once your renewal has been approved.

3. If needed, Sign In with the updated password and continue with the process to renew the license.
2.0 Renew License

2.1 Renew Application

To renew your license, you will need to sign into the MiPSS system and click on the Renew License button. Your license will be listed on the page 90 days prior to the license expiration date.
If your license is within the renewal window, click on the School Name to edit your license.

Select the renewal fee and edit the bond information, as necessary.
Upload your documents and check the assurance boxes. Click on the **Renew License** button.

**UPLOAD DOCUMENT**: Schools offering distance education exclusively are not required to submit a fire inspection or certificate of occupancy, a drawing of the instructional facility and may not be required to submit an equipment list, if there is no equipment provided to students. In addition, only schools that are accredited by an accrediting agency recognized by the United States Department of Education must submit proof of accreditation.

County health inspections are required for schools that utilize a pool or food preparation as well as for schools that offer programs in tattooing and microblading, and possibly other subjects. Medical Waste Producing Facility Registrations are required for most schools offering phlebotomy, dental assisting, nursing, tattooing and microblading, and possibly other subjects.

At this time, each applicant school is required to upload something for each item listed before they can complete this section of the application. Based on the explanation above, if there is an area that does not apply to your school, please prepare a page for each of those items that states that the school provides distance education or doesn't provide instruction in any program that requires a health inspection or a medical waste producing facility registration and upload that page in lieu of the actual document.

At this time schools may only upload one attachment for the Position Descriptions. If you are submitting more than one position description, save them together as a file and upload the entire file.

- **Surely pursuant to MCL 385 102b. If in the form of a Surety Bond it must be payable to the State of Michigan, in the name of the school, to indemnify students for loss due to the closing of the school, in an amount as provided in rule 2a, R 390.502a. (Must be a minimum of $5, 000)**

- **Proof of accreditation, if applicable**

**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.

- I hereby request renewal of my proprietary school license. I understand that I must abide by Public Act 148 of 1943 and its rules, and failure to do so may result in license revocation and/or criminal prosecution.

- I am aware that I must inform the Proprietary School Unit before my school changes location, before adding programs or personnel, or before the school closes. In the event of school closure, I am aware that I must surrender the student transcripts immediately to the State of Michigan.

- I certify that all personnel meet the requirements under Public Act 148 of 1943 and its rules and all personnel credentials will be retained by the school and available for inspection.

- I agree not to advertise in any way that may be construed as false or misleading and that only approved program offerings appear in advertising; this includes all publications such as, but not limited to, traditional advertising, catalogs, websites and social media. All advertising will be retained by the school and available for inspection.

- I understand that according to Public Act 148, R 390.565, Rule 5, a catalog or comparable publication shall be available to each student. I certify that the catalog or comparable publication provided to students is true and correct as to all conditions of attendance. I am aware that this catalog is subject to inspection for compliance with the requirements of Public Act 148 and its rules. Failure to adhere to these requirements can result in license revocation.

- I understand that only Department approved programs may be offered by the school.

Print your Name

Signature Date 04/27/2021
The below popup window is displayed. Click on the OK button to continue.

### MAKE PAYMENT

**PAYMENT**: Complete license fee payment and submit license application for approval.

- **School Name**: Specs Howard School of Media Arts
- **School Location**: Southfield, MI
- **License Type**: In-State Accredited Proprietary School
- **License Number**: 8501000006
- **License Fee**: $1,180.00
- **Late Fee**: NA
- **Total Amount Payable**: $1,180.00
- **Payment Status**: Pending

[COMPLETE PAYMENT]
You will be directed to our payment website for payment method. Select your method of payment and 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.

### Payment Review

**LEO Postsecondary Renewals Payment Request**

To confirm your payment information, click on “Pay Now” in the box below.

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Billing Address:</strong></td>
</tr>
<tr>
<td>Jane Doe</td>
</tr>
<tr>
<td>201 N Washington</td>
</tr>
<tr>
<td>Lansing, MI 85284</td>
</tr>
<tr>
<td>(517) 222-1111</td>
</tr>
<tr>
<td><a href="mailto:collins5@micigan.gov">collins5@micigan.gov</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Check</td>
</tr>
<tr>
<td>Checking</td>
</tr>
<tr>
<td>64433</td>
</tr>
<tr>
<td>272479663</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount:</strong> 1180.00 USD</td>
</tr>
<tr>
<td><strong>Total:</strong> 1180.00 USD</td>
</tr>
</tbody>
</table>

Today, being 4/27/2021, by entering my routing and account number above and clicking “Pay Now,” I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as indicated above and, if necessary, to have my account electronically credited to correct erroneous debits. I understand that my payment will be processed within 1-3 banking days. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.

[Back Pay Now Exit]
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.

![Payment Details]

Congratulations in successfully completing your application! Please allow 10 business days for our team to review your application. You will receive an email notice announcing:

- Your application has been approved, along with where to access and print your new permit, or
- Additional information or documentation is required in order for us to grant approval. Should you have any immediate questions, please contact us at pss@michigan.gov.

- **School Name**: Specs Howard School of Media Arts
- **School Location**: Southfield, MI
- **License Type**: In-State Accredited Proprietary School
- **License Number**: 86D1000006
- **License Fee**: $1,180.00
- **Late Fee**: NA
- **Total Amount Payable**: $1,180.00
- **Payment Status**: Success
- **Paid Amount**: 1.00
- **Payment Card Type**: NA
- **Confirmation Number**: 21042713797187
- **Authorization Code**: 1234
- **Transaction Information**: NA
- **Payment Date**: 4/28/2021 12:00:00 AM

RETURN TO RENEWALS
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.

![MAKE PAYMENT]

2.3 Renewal Approval

Upon submitting your license renewal, the PSS staff will validate your renewal license for approval.

Request Additional Information

If more information is needed prior to approving your renewal 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 Renew 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 Renew License 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.