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BACKGROUND

What is the purpose of the Michigan Training Connect (MiTC) website?

MiTC serves as the State of Michigan's federally required eligible training provider list (ETPL). MiTC provides the general public with useful and accurate information about education and training programs available throughout the state. In addition, MiTC serves as a virtual marketplace between individuals with WIOA individual training accounts (ITAs) and training providers, aiding in the search for in-demand training opportunities.

When did the MiTC website become fully operational?

The MiTC replaced the former Career Education Consumer Report (CECR) as the State of Michigan's federally required Eligible Training Provider List (ETPL) in 2016. The MiTC website meets all requirements of the federal Workforce Innovation and Opportunity Act (WIOA) of 2014.

Who uses the MiTC website?

Individuals being served by the local Michigan Works! Agencies via the State of Michigan's One-Stop system will access the MiTC website to research available training program options when seeking training that is funded by an Individual Training Account (ITA). Programs listed on MiTC may also be incorporated into [Pathfinder](#), [Going Pro](#) and [Credential Finder](#) websites.

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PROVIDER ELIGIBILITY

What schools are eligible to participate?

Any type of school legally operating in Michigan may apply to have their programs listed through MiTC. The MiTC website includes public and private community colleges and universities, proprietary schools, non-profits, USDOL Registered Apprenticeships, corporate training centers, adult education programs, and intermediate school district career centers whose training programs result in the federal requirement of an “industry recognized credential.”

The training provider must have all applicable licenses, be able and willing to supply mandatory program-specific data and agree to share outcome information to be included on MiTC.

What licenses does my school need to participate?

Most privately-operated organizations that offer non-degree occupational training for a fee or other consideration are legally required to be licensed as a proprietary school by the Michigan Department of Labor and Economic Opportunity’s Office of Employment and Training (LEO-E&T), Post Secondary & State Approving, Postsecondary Schools Unit.

Schools that prepare students to enter certain specialized occupations may be licensed or approved by a State of Michigan agency other than LEO-E&T, or by both LEO-E&T and another State agency.

Schools that are headquartered or located outside of Michigan but recruit and serve Michigan residents, must apply for a certificate of compliance and be licensed to solicit business in Michigan.

Schools without a physical Michigan location must be listed on their state’s [eligible training provider list](#) (ETPL).

Licensing information may be found at www.michigan.gov/pss.

Your license and program information will be verified with LEO-E&T and/or other appropriate agencies.

HOW TO APPLY

To be **added** to Michigan Training Connect, you will need to complete the automated MiTC application. Please click on “CREATE ACCOUNT” button in the top right of the home page and select ‘Training Provider’ to create a new account. Once approved, you will have access to the User Guide and be able to add or modify programs.

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To **add an administrator account** to an existing Training Provider Account, please email LEO-MiTC@michigan.gov.

Can I apply with MiTC if I am in the process of receiving licensure through other state offices?

Please do not submit a school application until you have received appropriate licensure. There is no way to become approved prior to the issuance of your license.

What are the next steps after my Training Application Provider is submitted?

Once the appropriate school licensure is verified (if applicable) and your training institution has been approved, you will be able to view the Provider User Guide for assistance and a detailed explanation of how the site works. You will be able to add new programs under “Add Program.” Refer to the Provider User Guide for detailed instructions on how to modify or update programs.

Once a program has been submitted, it will be sent to the State of Michigan, Workforce Development (WDA) for review. The program will be reviewed for accuracy and complete information, and, if clarification is needed, the program will be sent back to your provider queue under “Modify Programs” where you can make revisions and return it to WDA for review. Once all information is complete, the WDA will pass the program to the local Michigan Works! Agency for final review and approval.

The Michigan Works! Agency may also ask for clarifying information if needed. Once the local MWA approves the program, it will be added to the website and is viewable under “Training Search.” You will be notified of each step of the process via email so please ensure the contact information for your school is up to date.

Why did my program get denied by the WDA?

Some programs are considered Career Services and don't fit the purpose of the MiTC. The US Department of Labor set strict rules regarding certification requirements and rules for utilizing Individual Training Accounts (ITAs). Stand-alone programs, such as job readiness, basic skills, career exploration, reading literacy programs, and transitional employment are not considered training programs eligible for ITAs. Educational programs that are not occupation-specific and are less than 90 days in duration are a WIOA career service. These programs provide instruction where knowledge obtained can be used in many different jobs and therefore, are not industry or job specific. They are designed to provide participants with short-term skills upgrade assistance to enable them to become job-ready or advance up the career ladder.

- Skill enhancement is short-term, pre-vocational, and classified as a career service.

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- Short-term, pre-vocational services are not tied to a specific occupation and include course-like services such as literacy and adult basic education, workplace literacy, introductory courses, such as introduction to computers, the development of learning skills, communication skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training.

We encourage you to reach out to area Michigan Works! agencies to ensure that they are aware of your programs. The website for outreach is [The Michigan Works! Network — MichiganWorks! Association](#). There may be clients and alternate funding available that could utilize your programs.

TRAINING PROGRAMS

What types of training programs are eligible for placement on Michigan Training Connect?

Training programs resulting in credentials, certificates or degrees that are in demand by employers should be submitted to the MiTC website.

What program information is required?

Required data includes costs, program title, program duration, financial aid accepted, credential earned upon completion, and a few other items. Program details include the credential type, name of credential earned, applicable occupation(s), as well as the identification of any required licensing to work in that occupation.

Website links and a detailed program description are also required. This information is required to be submitted yearly to the USDOL by the State of Michigan.

If my program is new and has no data to report, what data do I enter?

You will indicate the program is a new offering and completion data is not required.

How often should training program information be updated?

Training program information is required to be updated between July 1 and July 30 of each year. You may update information at any time, although some fields will require updates by MiTC staff. If the website does not allow you to update a field, please send the information to LEO-MiTC@michigan.gov.

What kind of performance data is required?

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Completion Information

The total number of students, current enrollees, exiters and completers is required to be entered by Providers for specific timeframes established by the United States Department of Labor (USDOL). Refer to the dates in the Program profiles for each section to determine the timeframe for which data is being requested.

Completion Information

Total Number of Students :
(for period Jul 01, 2020 - Jun 30, 2021)

Enrollees :
(for period Apr 01, 2020 - Mar 31, 2021)

Exiters :
(for period Apr 01, 2020 - Mar 31, 2021)

Completers :
(for period Apr 01, 2020 - Mar 31, 2021)

Credential Attainment Information

Exiters :
(for period Jan 01, 2019 - Dec 31, 2019)

Completers :
(for period Jan 01, 2019 - Dec 31, 2019)

Placement Information

2nd Quarter outcomes required by USDOL include ALL students who exit each MiTC program from July 1, 20XX – June 30, 20XX to allow time for the exiters to have a full six months to appear in the state Wage Record system. Number exited, total Number employed for the 2nd Quarter after exit, and the Median and Average earnings for those employed are calculated.

4th Quarter outcomes required by USDOL include ALL students who exit each MiTC program from January 1– December 31, 20XX to allow time for the exiters to have a full year to appear in the state Wage Record system. Number Exited, Total Number employed for the 4th Quarter after Exit and the average earnings for those employed are calculated.

Placement Information
(for student exiters between Jul 01, 2019 - Jun 30, 2020)

Total number of Exiters :

Total number Employed for 2nd quarter after exit :

Median Earnings for 2nd quarter after exit :

Average Earnings for 2nd quarter after exit :

** Data suppressed to protect personally identifiable information

Placement Information
(for student exiters between Jan 01, 2019 - Dec 31, 2019)

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

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How is Placement Information calculated?

Every student who was enrolled in a MiTC program has an Exit Date from the program – either by completing the program or by not returning to continue the training. That date is used to then establish their individual Second and Fourth Quarters after Exit to assess whether they were employed during these federally established milestone periods.

WDA has provided an upload process to provide training providers with the aggregated outcome data (percentage employed; average/median wage) required. In order to securely match with State Wage Records as reported by Michigan employers, Providers will be required to provide personally identifying information, either the preferred Social Security Number, or the first and last name, middle initial, date of birth and gender of each exiter.

Colleges and Universities that submit data to the state education reporting system (CEPI's STARR data collection) for MiTC programs will not need to submit data for the Placement Sections, as our established data connection between education and state wage records will be utilized to provide these metrics on your behalf. Please ensure that the MiTC program CIP matches what is submitted to STARR.

For consumer information to be useful, it must be accurate and reliable. Enrollment and Graduation numbers are available from the training provider on a self-reported basis. Therefore, an independent audit function is necessary if consumers are to have confidence in the performance data in the system. Providers must agree to permit an audit of their performance data to post programs on the system.

Can I provide this data on behalf of my school through surveys?

No. USDOL requires States to utilize State wage records. Out of state schools that submit programs that are listed on their home state's ETPL must report the same data to both states, so until LEO has access to national Wage record, out of state schools are allowed to calculate and complete the Placement sections. The Provider User Guide details the Quarter calculations.

The Workforce Development Agency (WDA) may conduct random audits of performance data for an occupational course of study reported by a training provider. This will involve site visits at the training provider to audit the names of the program participants and the outcomes reported for each by contacting individual student's verification. The WDA may conduct such an audit in response to credible complaints about misrepresentation or falsification of performance data.

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I have concerns about sharing personally identifiable information (PII) for my students.

The state has established secure safety procedures for all transmissions and identifying data is never seen by staff. The data is sent to the USDOL in a required Annual Report every October and will be included on the MiTC website as required in aggregate with standard suppression guidelines. The Unemployment Insurance wage record hosts over 5 million social security numbers and the WDA is experienced in record matching.

CONTINUED ELIGIBILITY

To remain on the MiTC website, your performance outcomes must meet the minimum standards established by the US Department of Labor and the Workforce Development Agency (WDA) each year. If the performance data falls below the minimum standards, you are provided an opportunity to Request an Exception and provide an explanation that will be considered by the local Michigan Works! Agency (MWA).

HELP DESK

What do I do if I lose my User ID or my password?

If you have lost your ID and/or password, please email us at LEO-MiTC@michigan.gov.

How do I change my school's designated contact person?

If you would like to change your school's designated contact person, or add other administrators, please email LEO-MiTC@michigan.gov.

Is there a help desk to contact if there is a problem with entering the data into the system?

Yes, please contact us at LEO-MiTC@michigan.gov for assistance.

GENERAL

Why aren't students I refer to Michigan Works receiving training funds?

Michigan Works! agencies have established processes for eligibility and funding. The selection of a training provider is jointly made by both the career planner and participant, considering the likelihood of long-term employment at completion of the training. Approval of an ITA-eligible training provider on the MiTC does not guarantee that students will select the training program or that the MWAs will make referrals. Each local Workforce Development Board has established an approval process that reflects an appropriate balance between accountability for training funds

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with effective customer service. The MWA service center staff may inform and facilitate career decisions, but ultimately, the decision rests with the individual participant.

Each local Workforce Development Board establishes a range of amounts and/or a maximum dollar amount available for an ITA and establish a mechanism to allow for payment of training dollars to the approved training provider in a timely manner.

Does placement on the Michigan Training Connect (MiTC) website guarantee ITA-funded students will attend my training program?

No, the decision on which program to attend is a collaborative effort between the student and the Michigan Works! Agency based upon many factors.

A Michigan Works! Agency can restrict the list of available programs to those that train students to enter in demand occupations in their area. In-demand occupations are defined by each local Michigan Works! Agency and vary from region to region.

What is the difference between an Application for Training Providers and an Unemployment waiver?

The MiTC application for training providers and an Unemployment waiver are different.

A training provider does not need to be listed on Michigan Training Connect for a student to have an Unemployment waiver completed by their local Michigan Works! Agency (MWA). Please contact your local MWA if you need an Unemployment waiver. The school does not complete any paperwork in this instance.