



MICHIGAN DEPARTMENT OF  
**LABOR & ECONOMIC  
OPPORTUNITY**

**EMPLOYMENT  
& TRAINING**

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# **Michigan Training Connect Application User Guide**

**Office of Employment & Training**

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# Michigan Training Connect Application User Guide

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## Introduction

Michigan Training Connect (MiTC) provides a centralized location for students to explore training options available through the State of Michigan's Eligible Training Provider List (ETPL), administered by the Department of Labor and Economic Opportunity, Workforce Development (LEO-WD).

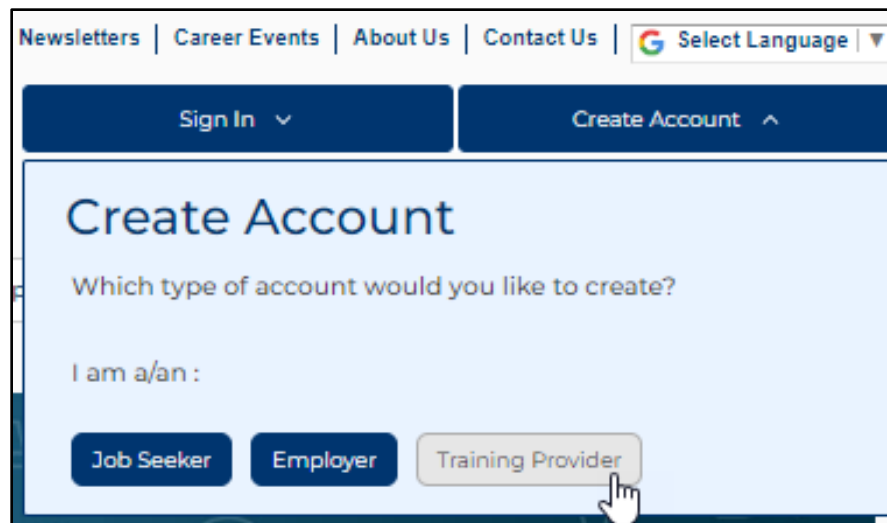
Any type of school legally operating in Michigan may apply to have their programs listed through MiTC. The MiTC website includes public and private community colleges and universities, proprietary schools, non-profits, US Department of Labor (USDOL) Registered Apprenticeships, corporate training centers,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

To be listed on MiTC, a training provider must have all applicable licenses, be able and willing to supply mandatory program-specific data and agree to share outcome information. 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 LEO's Office of Employment and Training, Michigan Postsecondary Schools (MiPSS) Unit or appropriate state agency. The license and approved programs will be verified with the appropriate system. To find out more about MiPSS and their process, please visit <https://www.michigan.gov/pss>.

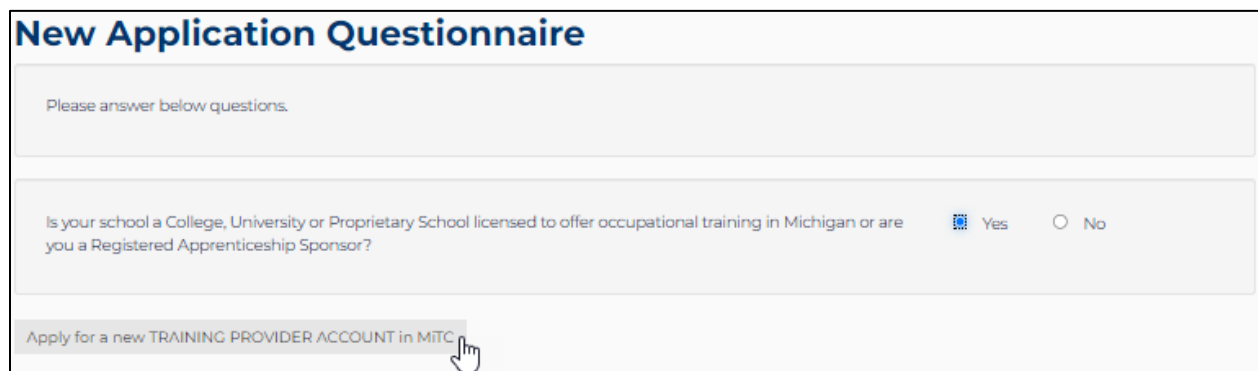
Note: A USDOL Registered Apprenticeship Program Sponsor must complete the online MiTC Application available at <https://jobs.mitalent.org/MITC/Admin/License/Apply>. Registered Apprenticeship Sponsors and their Registered Apprenticeships are automatically eligible for inclusion per the USDOL. However, any programs submitted other than Apprenticeships registered by the Michigan Office of Apprenticeship need to have appropriate state training provider licensing. Apprenticeship Readiness Programs offered by sponsors are NOT required to be licensed under the Proprietary Schools Act.

Upon verification of your Registered Apprenticeship Sponsor status via the Michigan Office of Apprenticeship, the Training Provider Account will be activated. All messages regarding this account will be sent to the email address(es) provided for approved admin users.

## Creating a Training Provider Account



Training Providers can create an account at <https://jobs.mitalent.org/MITC/Admin/License/Apply> by clicking “CREATE ACCOUNT” and choosing “TRAINING PROVIDER”.



Next, select YES and then click on “APPLY for a new TRAINING PROVIDER ACCOUNT in MITC”:

**\*Important Note:** Do NOT use this process to create new Administrator account connections to existing MiTC schools, as doing so creates a duplicate school account. Email [LEO-MITC@michigan.gov](mailto:LEO-MITC@michigan.gov) to request access to an existing MiTC Training Provider account.

## Add New Provider :

★ Is your institution covered by Title IV of the Higher Education Act, and thereby able to accept Pell Grants?

☐ Yes
☐ No
☐ Not Sure

★ Is your institution included on the Veteran's Affairs Web Enabled Approval Management System (WEAMS), and thereby authorized to accept the GI Bill?

☐ Yes
☐ No
☐ Not Sure

★ Does your institution provide apprenticeship training registered with the Bureau of Apprenticeship Training of the U.S. Department of Labor?

☐ Yes
☐ No
☐ Not Sure

★ Has your institution fulfilled the terms of a training contract with a Michigan Works! Agency?

☐ Yes
☐ No
☐ Not Sure

★ Is your school listed on any other state's eligible training provider list?

☐ Yes
☐ No
☐ Not Sure

★ If Yes, What State? :

--Select On ▼

★ Does your school offer on-line training?

☐ Yes
☐ No
☐ Not Sure

★ Are you licensed in the State of Michigan to provide occupational training?

☐ Yes
☐ No
☐ Not Sure

★ Are you willing to consent to an audit of data, including performance outcomes provided to the MITC?

☐ Yes
☐ No
☐ Not Sure

Select a response for the eight required (indicated by a red asterisk<sup>★</sup>) Add New Provider questions.

Note: For U.S. Department of Labor Registered Apprenticeship Program Sponsors, select the Provider Type as 'National Apprenticeship' and enter the USDOL Program Sponsor Registration Number in the License Number field.

Note: For the organizations licensed in the state of Michigan to provide occupational training (proprietary schools), select the Provider Type as either Private For-Profit or Private Non-profit and enter the license number assigned to your postsecondary/proprietary school by the appropriate state of Michigan agency in the License Number field.

\* Provider Name : ⓘ Required

\* Provider Type : ⓘ National Apprenticeship ▼

\* Description : ⓘ Required

\* Website : ⓘ Enter Website with http:// or https://

IPEDS Code : ⓘ

\* License Number : ⓘ

\* License Expiration Date : ⓘ

\* Business Partnerships : ⓘ

License Notes : ⓘ Sponsor Number Here or in License Number above.

Add Location

Note: Click the Question Mark ( ⓘ ) icon for additional help text

**Provider Name:** Enter the full name of your institution/organization. This should match the appropriate State of Michigan licensing agency or Michigan Department of Licensing and Regulatory Affairs Corporations assumed name filing. Example A: Wayne State University; Example B: Ross Medical Education Center – Lansing; Example C: Fraza Forklifts. For USDOL Registered Apprenticeship Program Sponsors, please use the approved name from the Registered Apprenticeship Standards.

**Provider Type:** Choose an institution type.

- Institution of Higher Education that only awards or the majority of credentials awarded are associates degrees
- Institution of Higher Education that only awards or the majority of the credentials awarded are baccalaureate or higher degrees
- Institute of Higher Education where the majority of credentials awarded are a community college certificate of completion
- National Apprenticeship provider
- Private non-profit provider (Proprietary School)
- Private for-profit provider (Proprietary School)
- Public provider
- Other type of institution

**Description:** Enter a short description of your institution/organization. The description can include accreditation and program offerings/specialties. Please do not use the name of the institution/organization as the USDOL now has a 'quality' review of programs which reduces the score when the Training Provider Name is used in the description. Up to 1500 characters are allowed.

**Website:** Enter your institution's/organization's entire web address including http:// or https://.

**IPEDS Code:** Enter your institution's six-digit primary ID assigned by the U.S. Department of Education's National Center for Education Statistics (NCES).

**License Number:** Enter the license number assigned to your proprietary/postsecondary school by the appropriate State of Michigan agency. For Registered Apprenticeship Program Sponsors, enter the USDOL Program Sponsor Registration Number to allow for verification via the Michigan Office of Apprenticeship. Email a copy of the Program Standards from the USDOL for the program(s), proprietary information redacted as necessary to [LEO-MiTC@michigan.gov](mailto:LEO-MiTC@michigan.gov) for verification of submission(s).

**License Expiry Date:** Enter the expiration date of your appropriate licensure to train students in Michigan. Use the format: MM/DD/YYYY.

**Business Partnerships:** Enter the current number of businesses that the Training Provider is in partnership with.

**License Notes:** Enter the state license number from the verified state source or the Registered Apprenticeship Program Sponsor number(s), the date and your initials.

Click on 'Add Location' to display fields for contact and location information.

**Add Location**

\* Primary Contact Name: ? First Name Last Name

\* Primary Contact Title: ? Required

\* Primary Contact Email: ? Required

\* Password: ? Required

\* Confirm Password: ? Required

\* Primary Contact Address 1: ? Required

Primary Contact Address 2: ? Optional

\* Primary Contact City: ? Required

\* Primary Contact County: ? --Select One--

\* Primary Contact State: ? --Select One--

\* Primary Contact Zip Code: ? Zip - Ext

Primary Contact Phone Number: ? Optional

Primary Contact Fax Number: ? Optional

**Primary Contact Name:** Enter primary contact person.

**Primary Contact Title:** Enter the Title Example: CEO, Owner, Director of Field Services.

**Primary Contact Email:** Enter a primary email address.

**\*\*Important Note:** Providers with MiPSS accounts, a different Email address must be used than what was entered from the MiPSS application process if a Pre-Filled MiTC Application was not selected.

**Password:** Password must include the following:

- Minimum of 15 characters
- Maximum of 20 characters
- At least 1 number
- At least 1 upper case letter
- At least 1 lower case letter
- You cannot use 1 of your last 10 passwords

**Confirm Password:** Re-type password.

**Primary Contact Address 1:** Enter primary address.

**Primary Contact Address 2:** Enter an additional address or use this field if you need to specify additional address information such as a room number or a post office box.

**Primary Contact City:** Enter a primary city address.

**Primary Contact County:** Enter a primary county. Non-Michigan Training Providers please select 'Out-Of-State'.

**Primary Contact State:** Enter a primary state address.

**Primary Contact Zip Code:** Enter a primary zip code.

**Primary Contact Phone Number:** Enter a phone number.

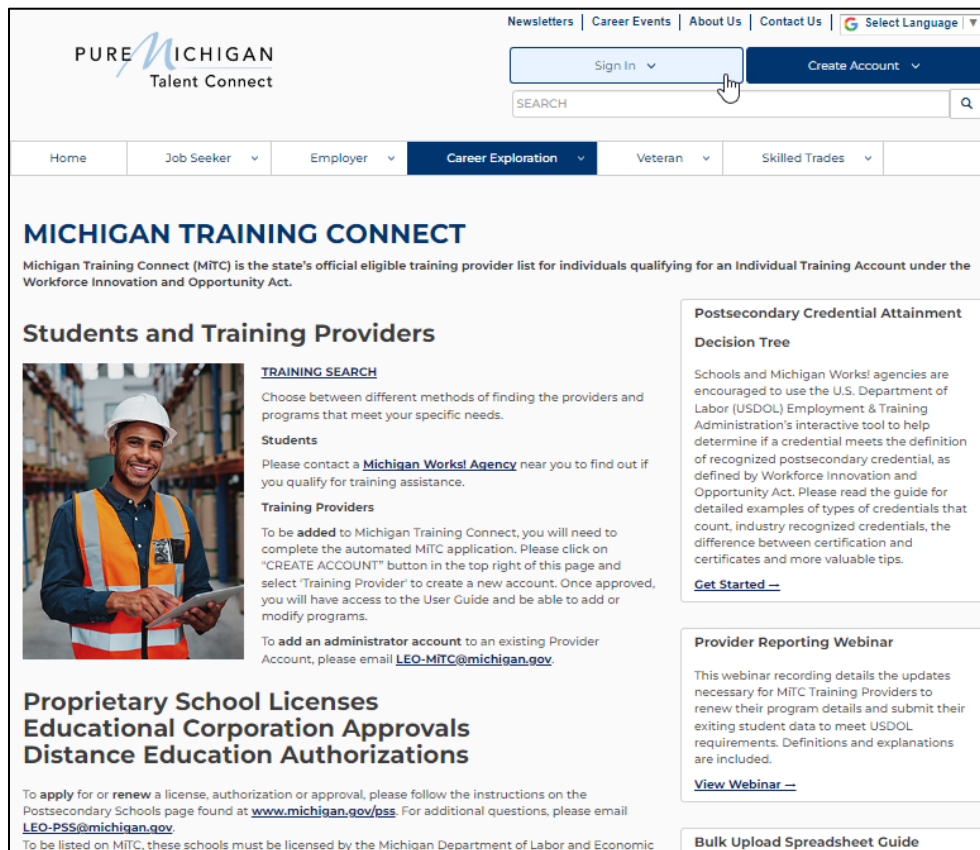
**Primary Contact Fax Number:** Enter a fax number.

Upon submission of the New Training Provider Application, you will receive an activation email. After completing the activation process, you may access your Administrator account by following the [Logging In](#) process.

**\*Important Note:** All communication from MiTC regarding this Provider account will be sent to the email address(es) provided for approved admin users.

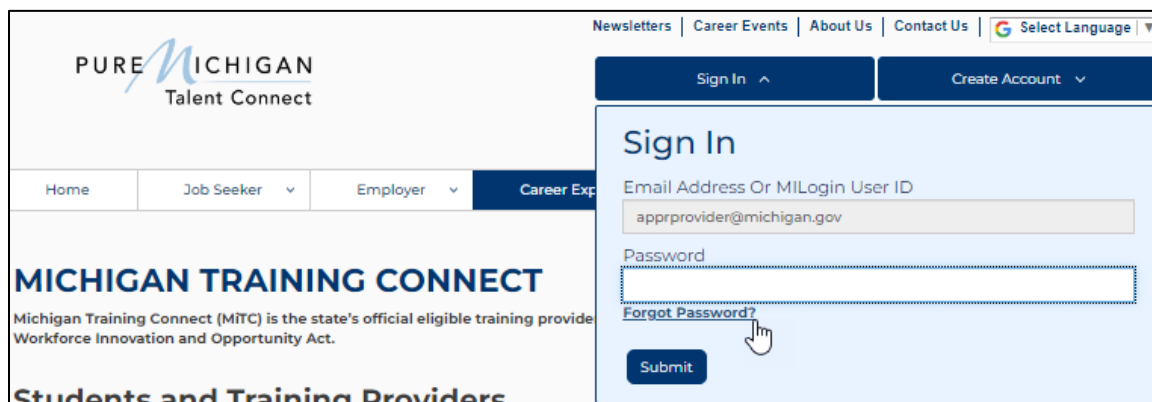


## Logging In




The screenshot shows the PURE MICHIGAN Talent Connect homepage. At the top, there is a navigation bar with links for Newsletters, Career Events, About Us, Contact Us, and a language selector. Below this is a secondary navigation bar with links for Home, Job Seeker, Employer, Career Exploration (highlighted), Veteran, and Skilled Trades. The main content area features the MICHIGAN TRAINING CONNECT logo and a description of the program. There are several sections: 'Students and Training Providers' with a 'TRAINING SEARCH' link, 'Postsecondary Credential Attainment Decision Tree', 'Proprietary School Licenses', 'Educational Corporation Approvals', 'Distance Education Authorizations', 'Provider Reporting Webinar', and 'Bulk Upload Spreadsheet Guide'. A mouse cursor is pointing at the 'Sign In' button in the top right corner.

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.



The screenshot shows the MiTC Sign In page. The 'Sign In' button in the top right navigation bar is highlighted with a mouse cursor. Below the navigation bar, there is a 'Sign In' section with a form for entering an email address or MILogin User ID and a password. The email address field contains 'apprprovider@michigan.gov'. There is a 'Forgot Password?' link and a 'Submit' button. A mouse cursor is also pointing at the 'Forgot Password?' link.

Enter your email address, click “NEXT” and enter your password. If you do not remember your password, please click ‘Forgot Password?’ to update the password.

Once logged in, the administration main page appears. This screen may also be accessed from any web page by clicking the gear icon (  ) located in the upper right-hand corner or by clicking “RETURN TO ADMIN HOME” button.

[RETURN TO ADMIN HOME](#)

\*Note: MiPSS heading may be available for some users.

To respond to a Request for More Information log, click on the ‘Edit New Provider’ button under the MiTC heading and update the information and resubmit the application for review.

## ADMINISTRATION MAIN PAGE

### 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

### 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

Contact Michigan Training Connect at [LEO-MiTC@michigan.gov](mailto:LEO-MiTC@michigan.gov) if you have questions regarding the status of this application.