



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

**EMPLOYMENT
& TRAINING**

**Michigan Training Connect
Application User Guide
Office of Employment & Training
August 2025**

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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).

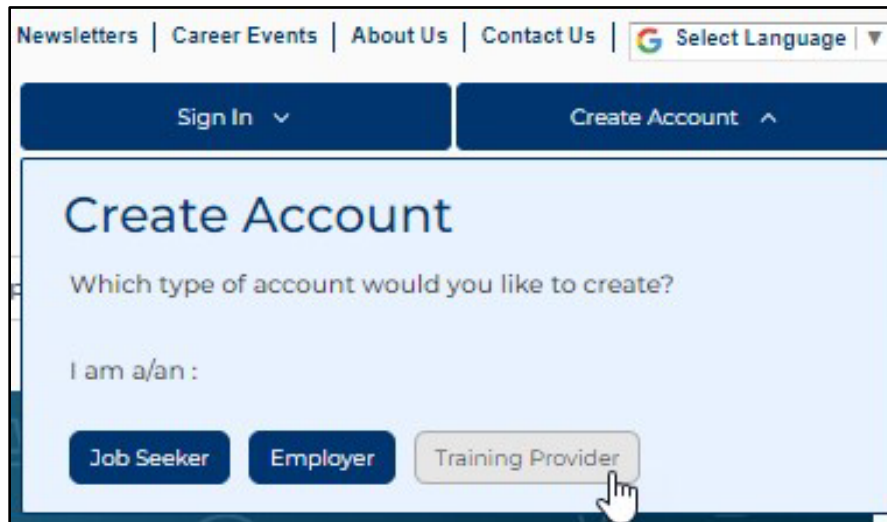
Any type of school legally operating in Michigan may apply to have their programs listed through MiTC. The MiTC website includes public and private community colleges and universities, proprietary schools, non-profits, US Department of Labor (USDOL) Registered Apprenticeships, corporate training centers, 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 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?:

* 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*) 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.

The screenshot shows a registration form with the following fields and labels:

- Provider Name:** Required (text input)
- Provider Type:** National Apprenticeship (dropdown menu)
- Description:** Required (text input)
- Website:** Enter Website with http:// or https:// (text input)
- IPEDS Code:** (text input)
- License Number:** (text input)
- License Expiration Date:** (text input)
- Business Partnerships:** (text input)
- License Notes:** Sponsor Number Here or in License Number above. (text input)

An "Add Location" button is located at the bottom right of the form.

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: Frazz 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 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.

The screenshot shows a web form titled "Add Location" in the top right corner. The form contains the following fields:

- Primary Contact Name:** Two text input fields for "First Name" and "Last Name".
- Primary Contact Title:** A text input field labeled "Required".
- Primary Contact Email:** A text input field labeled "Required".
- Password:** A text input field labeled "Required".
- Confirm Password:** A text input field labeled "Required".
- Primary Contact Address 1:** A text input field labeled "Required".
- Primary Contact Address 2:** A text input field labeled "Optional".
- Primary Contact City:** A text input field labeled "Required".
- Primary Contact County:** A dropdown menu with "--Select One--".
- Primary Contact State:** A dropdown menu with "--Select One--".
- Primary Contact Zip Code:** Two text input fields for "Zip" and "Ext", separated by a hyphen.
- Primary Contact Phone Number:** A text input field labeled "Optional".
- Primary Contact Fax Number:** A text input field labeled "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.

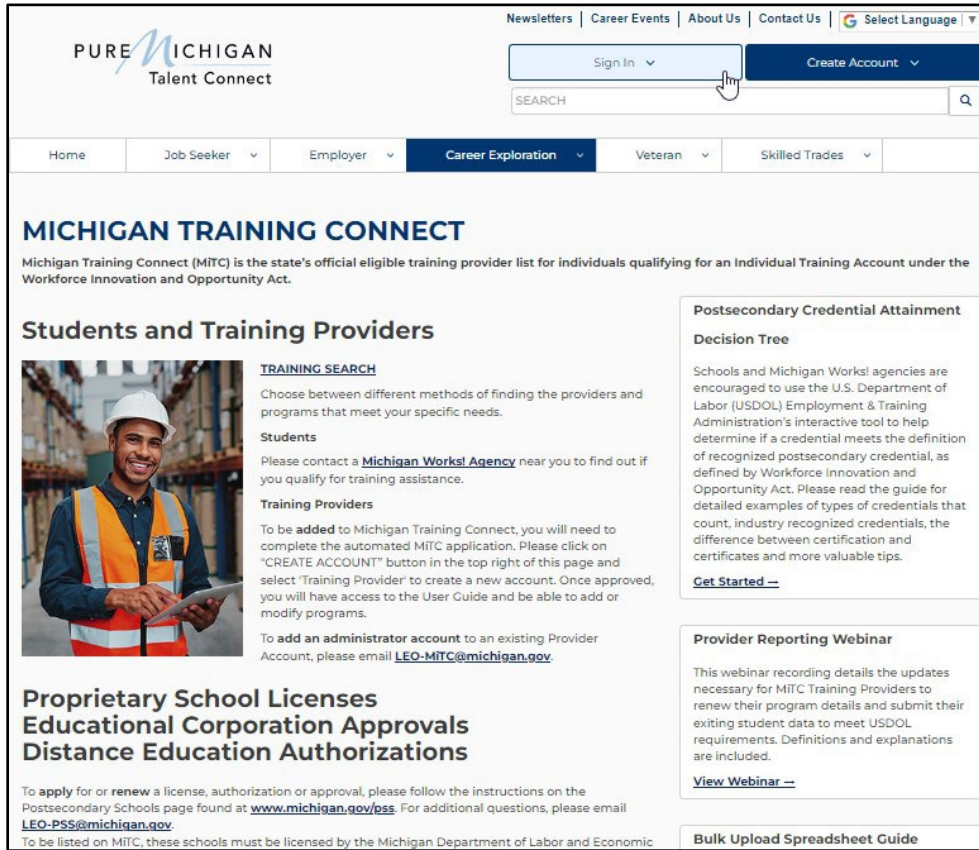
Primary Contact Phone Number: Enter a phone number.

Primary Contact Fax Number: Enter a fax number.

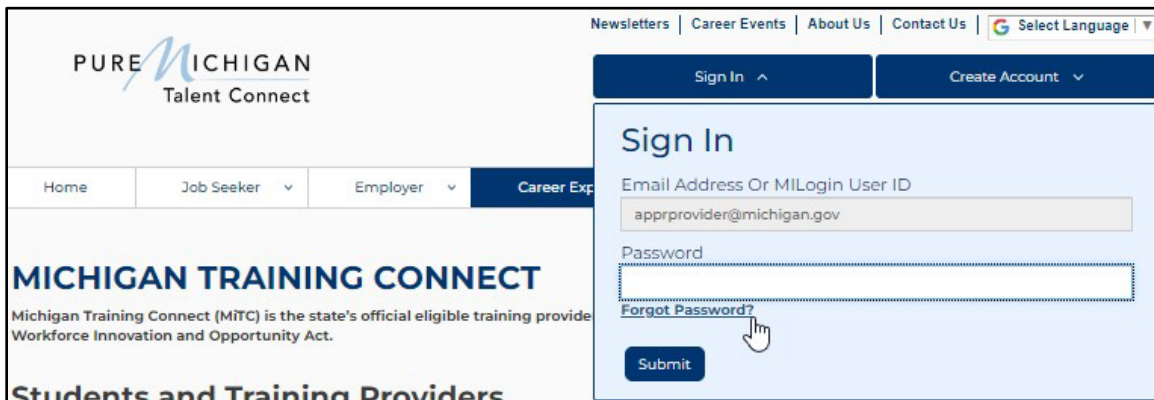
Upon submission of the New Training Provider Application, you will receive an activation email. After completing the activation process, you may access your Administrator account by following the [Logging In](#) process.

***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



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.



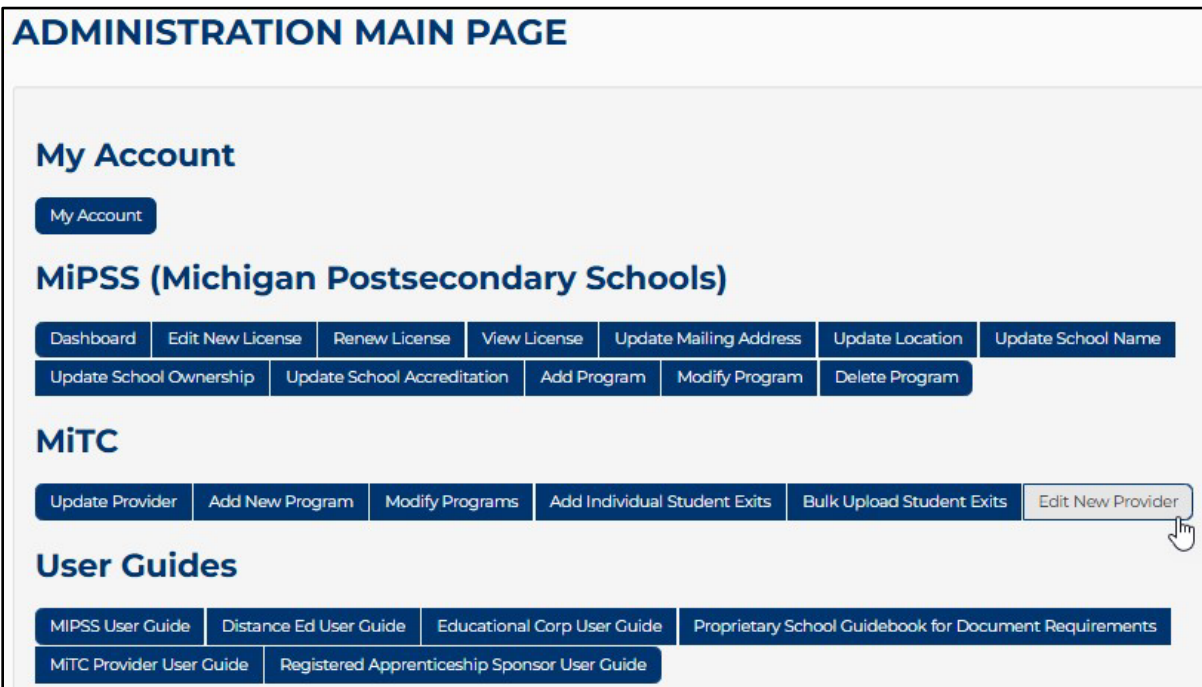
Enter your email address, click “NEXT” and enter your password. If you do not remember your password, please click ‘Forgot Password?’ to update the password.

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.



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

Contact Michigan Training Connect at LEO-MiTC@michigan.gov if you have questions regarding the status of this application.

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