



MICHIGAN DEPARTMENT OF  
**LABOR & ECONOMIC  
OPPORTUNITY**



**WORKFORCE  
DEVELOPMENT**

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# **FY25 WBLOMS Employer Training Guide**

**Going PRO Talent Fund (Talent Fund)  
Work-Based Learning On-Line Management System  
(WBLOMS)**

**9/25/2024**



**Work-Based Learning On-Line Management System (WBLOMS)**  
**Going PRO Talent Fund (Talent Fund)**  
**FY25 WBLOMS Employer Training Guide**

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## Overview

This site is used to apply for a Going PRO Talent Fund (Talent Fund) Independent Employer or Industry-led Collaborative (ILC) award. The Talent Fund provides funding to employers to assist in training, developing, and retaining current and newly hired employees.

To submit an application through this website, you must be approved by an authorized representative of a local Michigan Works! Agency (MWA), with a documented need for recruitment and/or development of talent in the next year. To receive the permission to submit a Talent Fund application through this website you will need to contact your local MWA. After contacting your local MWA you will submit an authorization request through the Work-Based Learning On-line Management System (WBLOMS). Once your request is approved, you may create and submit an application upon the first day of the application period.

If you have submitted an authorization request or application in the past for a previous award cycle, you will need to do so again for any new award cycles. Applications from previous award cycles will not be copied or transferred to a new application period. You will be able to view applications from previous award cycles.

## Getting Started

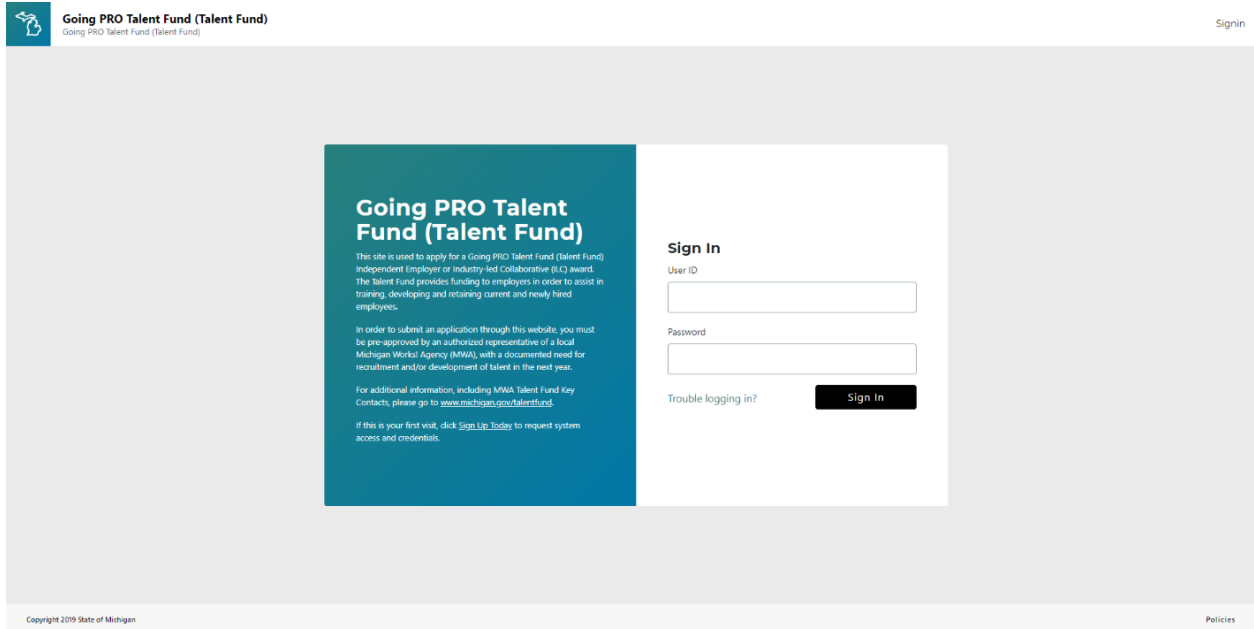
To get started, contact your local MWA to inquire about the authorization request and application. For additional information, including MWA Talent Fund Key Contacts, please go to [www.michigan.gov/talentfund](http://www.michigan.gov/talentfund).

**It is recommended that you contact your chosen MWA before proceeding.** You may log in to WBLOMS before contacting your MWA, however, you will have limited access within the online system until you are approved by your MWA to submit an application.

You may sign in to WBLOMS one of three ways.

- First, you may use an existing Pure Michigan Talent Connect (PMTTC) employer account. If needed, you may reset your password for an existing PMTC account through WBLOMS by following the instructions in this guide.
- Second, you may create a new account (User ID and Password) for WBLOMS by registering as a new user. A new account created through this method will only be used to log in to WBLOMS, not PMTC or any other State of Michigan website. Additionally, this new account will not be connected to any previous Talent Fund applications.
- Third, you may log in using an existing WBLOMS account that was created for a previous Talent Fund application period. If needed, you may reset the password for a previously created account by following the instructions in this guide.

Please identify which method you will use to sign into WBLOMS and follow the appropriate steps detailed in this guide.



## Register as a New User

Follow the steps in this section if you do not have an existing PMTC account, a previously used WBLOMS account, or you intend to create a new account to be used exclusively for WBLOMS.

If you have an existing PMTC account or a previously created WBLOMS account, you may skip ahead to the Signing In section if you do not wish to create a new WBLOMS account.

Please note if a new WBLOMS account is created, any existing applications and authorization requests from previous or current years will not be visible from the dashboard of the newly created account. You will only be able to view previously submitted applications if you log in with the account that was used to submit said applications, or if you connect your new account to an existing application. Follow the instructions in this guide in the Authorization Request for Independent Applications section to connect a newly created account to an existing application or prior year award.

### Step 1

Launch the WBLOMS Going PRO Talent Fund website: <https://app.wda.state.mi.us/WBL>. **You must use the Chrome or Edge browser.**


### Step 2

Click "Sign up Today" to create log in credentials. "Sign up Today" is located on the left side of the screen.

### Step 3

Enter Required Fields which include First Name, Last Name, Email Address, Confirm Email, Phone Number, Password, Confirm Password, Select Question 1, Answer 1, Select Question 2, Answer 2, Select Question 3, Answer 3. The email address entered will be your User ID.

### Register New User **Step 1**

First Name	Middle Initial
<input type="text"/>	<input type="text"/>
Last Name	Suffix
<input type="text"/>	<input type="text"/>
Email Address (Login ID)	
<input type="text"/>	
Confirm Email	
<input type="text"/>	
Phone Number	
<input type="text"/>	
Password 	
<input type="password"/>	
Confirm Password	
<input type="password"/>	
Select Question 1	
<input type="text"/>	

### Step 4

Press “Submit.” You will see a message that account creation has been successful. You will be redirected to the WBLOMS Sign In page. You may now sign in.

Select Question 3
<input type="text"/>
Answer 3
<input type="text"/>

**Step 4**

## Signing In

You may sign in to WBLOMS one of three ways.

- First, you may use an existing PMTC employer account. If needed, you may reset your password for an existing PMTC account through WBLOMS by following the instructions in this guide.
- Second, you may create a new account (User ID and Password) for WBLOMS by registering as a new user. A new account created through this method will only be used to log in to WBLOMS, not PMTC or any other State of Michigan website. Additionally, this new account will not be connected to any previous Talent Fund applications.
- Third, you may log in using an existing WBLOMS account that was created for a previous Talent Fund application period. If needed, you may reset the password for a previously created account by following the instructions in this guide.

### Step 1

Launch WBLOMS URL: <https://app.wda.state.mi.us/WBL> **You must use the Chrome or Edge browser.**

### Step 2

Sign In with your User ID and Password. If you have not previously created a WBLOMS account, you may Register as a New User to create a new User ID and Password. Alternatively, you may sign in using an existing PMTC account. To do so, enter your existing PMTC account associated email address as "User ID" and use the same Password used for PMTC.

## Forgot Password

You may reset your password by following the instructions in this section. Please note if you reset a password for a PMTC account in WBLOMS, you will need to use the new password when logging in to PMTC. Additionally, WBLOMS will send an email containing a security token to the email address associated with your account during the password reset process. Please wait for the security token to arrive before requesting a new security token. If a security token has not arrived check your spam folder.

### Step 1

Click the "Trouble Logging In?" button.

**Sign In**

User ID

Password

1 Trouble logging in?

### Step 2

Enter your Email Address that is associated with the account you are using.

**Forgot Password?**

Email Address (User ID registered with Going PRO Talent Fund System). A security token will be sent to the specified email address.

2

### Step 3

Click "Reset Password". An email will be sent to the email address entered. The email will contain a secure token (a series of random numbers) to use on the next screen.

### Step 4

Enter a new Password.

### Step 5

Confirm new Password.

## Step 6

Enter the security token that was sent via email. Please wait for the security token to arrive before requesting a new one. The token lasts for 30 minutes. If a token has not arrived check your spam folder.

## Step 7

Click "Reset Password".

You will now be able to log in with your new password.

**Forgot Password?**

4 New Password


5 Confirm Password

6 Secure Token (Enter the security token sent to your email.)

7

## Employer Dashboard

From the Employer Dashboard, employers may submit an authorization request to complete a Going PRO Talent Fund application, view or edit a submitted application, and see the status of an application.

 **Going PRO Talent Fund (Talent Fund)**  
Going PRO Talent Fund (Talent Fund)

Dashboard [View All](#) [Employer, Example](#)

From the Employer Dashboard, employers may submit an authorization request to complete a Going PRO Talent Fund application; start, view or edit a submitted application, and see the status of an application.  
To get started, contact your local Michigan Works! Agency (MWA) to inquire about the authorization and application process if you have not already done so. For a list of MWA Talent Fund Key Contacts, please go to [www.michigan.gov/talentfund](http://www.michigan.gov/talentfund).  
The application period closes on November 26, 2022. After 12:00 PM (Noon) Eastern Time, employers will not be able to submit their application.

### Authorization Requests

[New Authorization Request](#) [View All](#)

Once an Authorization request is approved by an MWA it will appear here. To begin an application, click "Start Application".

FEIN	Site Name	Request Type	Status	MWAName	Status Date	
272540142	Better Deal - Lansing	Independent	Submitted	Capital Area Michigan Works!	11-03-2022 11:13 AM	<a href="#">View</a>

### Applications

[View All](#)

Reference#	FEIN	Site Name	Application Type	Status	MWAName	Modified	
23-00064	123456789	Example Employer - Lansing	Independent	New	Capital Area Michigan Works!	11-03-2022 11:13 AM	<a href="#">Edit</a> <a href="#">View</a>

## Authorization Request for a New Independent Application

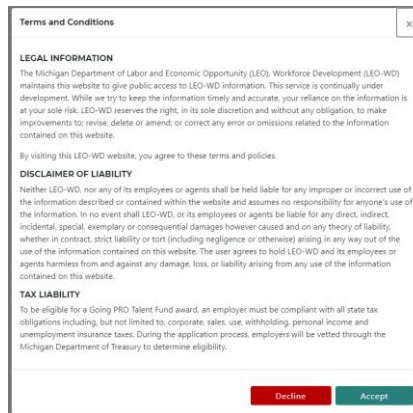
Follow the steps in this section to request permission to create a new application. An MWA must grant permission to complete a Talent Fund application in WBLOMS. To request permission to submit an application, you must sign in to WBLOMS and submit an authorization request. Complete all required fields to request authorization from an MWA to apply for a Talent Fund award. Entering text may prompt a drop-down list to select from and/or the automated population of data (i.e., FEIN number). Please review all fields prior to clicking Submit.

You will need to submit an authorization request regardless of any approved authorization requests from previous application periods.

If you would like to connect a new WBLOMS account to an existing application, please see the next section titled “Authorization Request for an Existing Independent Application”.

### Step 1

Click on “New Authorization Request.” Accept the terms and conditions.



**Terms and Conditions**

**LEGAL INFORMATION**  
The Michigan Department of Labor and Economic Opportunity (LEO), Workforce Development (LEO-WD) maintains this website to give public access to LEO-WD information. This service is continually under development. While we try to keep the information timely and accurate, your reliance on the information is at your sole risk. LEO-WD reserves the right, in its sole discretion and without any obligation, to make improvements to; revise, delete or amend; or correct any error or omissions related to the information contained on this website.

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**TAX LIABILITY**  
To be eligible for a Going PRO Talent Fund award, an employer must be compliant with all state tax obligations including, but not limited to, corporate, sales, use, withholding, personal income and unemployment insurance taxes. During the application process, employers will be vetted through the Michigan Department of Treasury to determine eligibility.

### Step 2

In the field labeled Employer, **slowly** enter text to search for Federal Employer Identification Number (FEIN) or Company Name. As you slowly type you will see a drop-down menu appear. If the drop-down menu does not appear, pause while typing to see a spinning circle that will eventually load the menu. Please note, the web browser you are using may have saved details such as names, addresses, or phone numbers that cause a different drop-down menu to appear. Be sure to use the WBLOMS drop-down menu pictured below.



### Authorization Request

Please complete all required fields below to request authorization from an MWA to apply for a Going PRO Talent Fund award. Entering text may prompt a drop-down list to select from and/or the automated population of data (i.e., FEIN number). Please review all fields prior to clicking Submit.

Employer **Step 2** FEIN ⓘ

small

- 383555592 : A-1 **SMALL ENGINE REPAIR LLC**
- 450628865 : AB **SMALL BUSINESS MARKETING**
- 202856289 : ADVANCED **SMALL BUSINESS**
- 274283376 : BERGMAN **SMALL ANIMAL PC**
- 383081938 : BRIAN'S **SMALL ENGINE REPAIR**
- 203926090 : CASEVILLE **SMALL ANIMAL CLINIC**
- 953512045 : CDC **SMALL BUSINESS FINANCE**
- 383544373 : COLDWATER QUINCY **SMALL ENGINE : SMALL ENGINE SALES & SERVICE**
- 811953464 : COREY **SMALLEY-HARRISON**
- 474884569 : CRYSTINE **SMALL**

### Step 3

Select the employer details from the drop-down list. If your company does not appear on the drop-down list, proceed to manually type in your Employer Name and FEIN in the appropriate fields. If selected from the list, you will not be able to edit the FEIN field. The drop-down list displays the employer details in the following order FEIN: Employer Name: DBA Name.

Employer FEIN ⓘ

111222333 : Example Company : Example Company Nar 111222333

Doing Business As ⓘ

Example Company Name to Appear on Awards List


### Step 4

If it did not automatically fill, enter the name your business is commonly referred to under Doing Business As (DBA) name. This should be the public facing name of your company.

### Step 5

Enter the name of the specific site applying for an award. This name will be used to identify your company in WBLOMS. Please enter a name that clearly identifies your company and the site you are applying for. Contact your MWA to determine if they have a desired naming convention. An example would be “Company X - Grand River Location”.

If you have previously applied to Talent Fund through WBLOMS and would like to use the same site information, click into the Site/Plant/Facility Name field. A drop-down menu will appear containing all sites that have been created for the Employer and FEIN. Click on the site you wish to use. The address fields will then automatically populate with the previously used address for that site.

Site/Plant/Facility Name  **Step 5**

Type Site Name or City for search

Example Company - Dearborn Location : Dearborn

Example Company - Lansing Location : Lansing

### Step 6

Enter the address of the site that is applying.

Street Address Line 1

1234 Capitol Ave

Street Address Line 2

ZIP Code

48912

County

Ingham County

City

Lansing

State

Michigan

Please note, when a ZIP code is entered the county and city will automatically populate. If the county selected is incorrect, click the drop-down menu to select the correct county from the list. Editing the county this way will change the MWA selected as described in Step 8.

Street Address Line 1

1234 Capitol Ave

Street Address Line 2

ZIP Code

48912

County


Ingham County

City

Lansing

State

Michigan

Requesting authorization to submit: 

New  Existing

Select MWA you are working with

Capital Area Michigan Works!

Charlevoix County

Cheboygan County

Chippewa County

Clare County

Clinton County

Crawford County

Delta County


Dickinson County

**Eaton County**

Emmet County

Eaton County

If you have previously applied to Talent Fund through WBLOMS and would like to use the same site information, first select the site as detailed in Step 5. The address for this site will automatically populate and you will not be able to edit these details. You will be able to edit the county if needed.

Company Name - City Located 

Grand Ledge : Grand Ledge

**Grand Ledge : Grand Ledge**

13112 Oneida Rd

Street Address Line 2

ZIP Code County

48837 Eaton County


City State

Grand Ledge Michigan

### Step 7

Select “New” if you are the first person from your company to request authorization to submit an application for this application period. If “New” is selected and this authorization request is approved, you may begin a new application for this application period. Additionally, any previous award cycle applications attached to the site indicated in your authorization request will also be available to view on the employer dashboard.

If you are only attempting to connect to an existing application for this program year or from a previous award cycle, follow the steps in the next section titled “Authorization Request for an Existing Independent Application”.

Requesting authorization to submit: 

New  Existing

### Step 8

The "Select MWA you are working with" will auto populate based on your zip code. If you are working with a different MWA other than the one in your service area, you can change your selection by clicking on the drop-down arrow.

Select MWA you are working with **Step 8**

Capital Area Michigan Works!

### Step 9

If you are working with a specific MWA representative, you may enter their contact info here. This section is optional, and you must enter a First Name, Last Name, Email, and Phone Number if you choose to enter any information here.

### Step 10

Click “Submit”.

Submitted requests will appear on your dashboard. You will receive an email when the request has been approved or denied by the MWA.

**Add MWA Representative** ⓘ **Step 9**

First Name

Last Name

Email

Phone

Notes ⓘ

0 of 500 characters

**Step 10**

## Authorization Request for an Existing Independent Application

Follow the steps in this section to connect a WBLOMS account to an existing application. This may be necessary if someone else from your company has already created an application and you would like to access it using your own unique login credentials. You may also follow these steps to attach your employer account to an existing application from previous award cycles. Finally, follow these steps if an MWA has created an application on behalf of your company.

An MWA must grant permission to connect to an existing Talent Fund application in WBLOMS. To request permission to connect to an existing application, you must sign in to WBLOMS and submit an authorization request. Entering text may prompt a drop-down list to select from and/or the automated population of data (i.e., FEIN number). Please review all fields prior to clicking Submit.

### Step 1

Click on “New Authorization Request.” Accept the terms and conditions.

### Step 2

In the field labeled Employer, **slowly** enter text to search for Federal Employer Identification Number (FEIN) or Company Name. As you slowly type, you will see a drop-down menu appear. If the drop-down menu does not appear, pause while typing to see a spinning circle that will eventually load the menu. Please note, the web browser you are using may have saved details such as names, addresses, or phone numbers that cause a different drop-down menu to appear. Be sure to use the WBLOMS drop-down menu pictured below.

### Authorization Request

Please complete all required fields below to request authorization from an MWA to apply for a Going PRO Talent Fund award. Entering text may prompt a drop-down list to select from and/or the automated population of data (i.e., FEIN number). Please review all fields prior to clicking Submit.

Employer **Step 2** FEIN ⓘ

small

- 383555592 : A-1 **SMALL** ENGINE REPAIR LLC
- 450628865 : AB **SMALL** BUSINESS MARKETING
- 202856289 : ADVANCED **SMALL** BUSINESS
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- 383544373 : COLDWATER QUINCY **SMALL** ENGINE : **SMALL** ENGINE SALES & SERVICE
- 811953464 : COREY **SMALLEY**-HARRISON
- 474884569 : CRYSTINE **SMALL**

### Step 3

Select the employer details from the drop-down list that are identical to the details on the existing application. You must select from the drop-down list to connect to an existing application. The drop-down list displays the employer details in the following order FEIN: Employer Name: DBA Name.

Employer FEIN ⓘ

111222333 : Example Company : Example Company Nar 111222333

Doing Business As ⓘ

Example Company Name to Appear on Awards List

### Step 4

If it did not automatically fill, enter the name your business is commonly referred to under Doing Business As (DBA) name. This should be the public facing name of your company that you would like to appear on the awards list should your application be awarded.

### Step 5

Click into the Site/Plant/Facility Name field. A drop-down menu will appear containing all sites that have been created for the Employer and FEIN. Click on the site that exactly matches the site details on the existing application. The address fields will then automatically populate with the previously used address for that site.

Site/Plant/Facility Name ⓘ **Step 5**

Type Site Name or City for search

- Example Company - Dearborn Location : Dearborn
- Example Company - Lansing Location : Lansing

### Step 6

When you select the correct site as detailed above in Step 5, the address for this site will automatically populate. Do not edit these details.

Street Address Line 1

Street Address Line 2

ZIP Code  County

City  State

### Step 7

Select "Existing". To connect to an existing application. Please verify that above steps have been completed properly and that the site details (Employer Name, FEIN, Site Name, Address) have been selected from the drop-down menus rather than typed in manually. These details must be identical to the details on the existing application you wish to connect to.

Requesting authorization to submit: [?](#)

New  Existing

### Step 8

The "Select MWA you are working with" will auto populate based on your zip code. If the existing application was originally submitted to a different MWA other than the one in your service area, you can change your selection by clicking on the drop-down arrow. The selected MWA must be the MWA on the original application.

Select MWA you are working with **Step 8**

### Step 9

If you are working with a specific MWA representative, you may enter their contact info here. This section is optional, and you must enter a First Name, Last Name, Email, and Phone Number if you choose to enter any information here.

### Step 10

Click "Submit".

Submitted requests will appear on your dashboard. You will receive an email when the request has been approved or denied by the MWA. If the request is approved, you will have access to any existing application for the indicated site.

**Add MWA Representative** ⓘ **Step 9**

First Name  Last Name

Email  Phone

Notes ⓘ

0 of 500 characters

**Step 10**

## Begin an Application

To begin an application, you must first submit an authorization request as detailed in the Authorization Request for Independent Application sections. There are two types of authorization requests “New” and “Existing” as described in the previous sections. Please notice the Request Type in the screenshot below “The Request Type” will be labeled “Independent” for new independent authorization requests.

### Authorization Requests

Once an Authorization request is approved by an MWA it will appear here. To begin an application, click “Start Application”.

FEIN	Site Name	Request Type	Status Step 1	MWAName	Status Date	Step 2
111222333	Example Company - Lansing Location	Independent	Approved	Capital Area Michigan Works!	10-26-2020 1:12 PM	<a href="#">Start Application</a> <a href="#">View</a>
380677845	Lansing	Existing	Approved	Capital Area Michigan Works!	10-21-2020 10:26 AM	<a href="#">View</a>

[View All](#)

Once a “New” request for authorization is approved by an MWA, the status will change to approved. A new application can be started. Follow the steps below to begin a new application.

Once an “Existing” authorization request has been approved, the status will change to approved. You will be able to view any existing applications for the site that was indicated in the request. You may not edit applications from previous award periods. Applications from previous award periods cannot be copied or transferred to the current application period.

### Step 1

Under the Authorization Request section, locate a request that has been approved.

### Step 2

On the right side of the screen near the request, click “Start Application.”

## Editing an Application

At any time, you may exit your application and return later to finish. You must manually save any information before exiting.

### Applications

Reference#	FEIN	Site Name	Application Type	Status	MWANName	Modified	
21-01669	111222333	Example Company - Lansing Location	Independent	New	Capital Area Michigan Works!	10-26-2020 1:23 PM	<a href="#">Step 3 Edit</a> <a href="#">View</a>

### Step 1

To continue editing an application after it has been saved and closed, you must first log in.

### Step 2

Scroll down to "Applications" section. Applications will be displayed here.

### Step 3

Click "Edit" on the right side of the screen next to application you wish to edit. The edit option will not be available if the application is from a previous year, or if the application has been submitted to the MWA.

## Employer Information Section

### Step 1

Select the Priority Industry Sector of the employer that the proposed training supports. The correct option must be selected here to score points as detailed in the Independent Application Scoring Criteria. Non-scoring applicants must select "Other".

Select High Priority Sector ⓘ

Select High Priority Sector: ▾

- Select High Priority Sector:
- Agribusiness
- Construction
- Education
- Energy
- Healthcare
- Hospitality
- Information Technology
- Infrastructure
- Manufacturing
- Mobility
- Outdoor Recreation
- Other

### Step 2

Enter North American Industry Classification System (NAICS) Title or Code. As you slowly type a drop-down menu will appear. Select code from the list.

### Step 3

Enter the total number of full-time permanent employees in the company at this location.



## Step 4

Enter the public facing name of the company as it should appear on the list of awarded applications.

## Step 5

Click “Save and Continue.”

The screenshot shows a registration form with the following elements:

- Primary NAICS** (Step 2): A text input field containing "Type NAICS Title or Code for search". Below it is a link: "The NAICS code may be found at federal NAICS website".
- Total number of full-time permanent employees (for this plant/site/facility/location)** (Step 3): An empty text input field.
- Name of Company to Appear on Awards List** (Step 4): A text input field containing "Example Employer - Lansing".
- Buttons** (Step 5): Two buttons at the bottom right: a teal "Save" button and a black "Save and Continue" button.

## Diversity, Equity, and Inclusion (DEI) Section

### Step 1

Select any applicable DEI categories from the drop-down menu. Multiple options can be selected. At least one option other than “Not Applicable” must be selected here to score points as detailed in the Independent Application Scoring Criteria. Non-scoring applicants must select “Not Applicable”.

### Step 2

Click “Save and Continue.”

#### Diversity, Equity, and Inclusion (DEI)

Is your business considered a minority-owned, women-owned, veteran-owned, Individual With a Disability (IWD) owned, or a Geographically-Disadvantaged Business Enterprise; according to the following criteria?

To qualify, the business must be:

At least 51 percent owned and controlled, and day to day operations and long-term decisions must be managed by said category,

or

Is a Geographically-Disadvantaged Business Enterprise.

Please select the applicable categories from the following:

- Minority-owned
- Women-owned
- Veteran-owned
- Individual With a Disability (IWD) owned
- Geographically-Disadvantaged Business Enterprise
- Not Applicable

Save

Save and Continue

## Contacts Section

### Step 1

Enter information for all required fields for primary contact which include: First Name, Last Name, Phone Number, and Email. To use the information previously entered during account creation, click "Same as site user"

### Step 2

Click "Save and Continue." Repeat for steps 1 and 2 for alternate contact. Save must be clicked in both sections.

**Add Primary Contact**

First Name **Step 1** Middle Initial

Last Name Title

Phone Number Extension

Email

**Step 2**

## Training Information Section

### Step 1

Click the calendar icon to select the date training will begin. A pop-up will appear. You will not be able to select a date outside of the range of dates determined by the program cycle. This date represents the earliest date training will start.

### Step 2

Click the calendar icon to select the date training will end. A pop-up will appear. You will not be able to select a date outside of the range of dates determined by the program cycle. This date represents the final date all training must conclude. For employees participating in on-the-job training (OJT), the training end date includes the required 90-day retention period and must conclude within one year of the award date.

### Step 3

Click "Save and Continue."

### Training Information

Enter the dates that the Going PRO Talent Fund-funded training will begin AND end. This encompasses the entire award period for this application. For new employees receiving on-the-job training, the training end date includes the required 90-day retention period and must conclude within one year of the award date.

Date training will begin 🕒

📅

Date all training will end 🕒

📅

Save
Save and Continue

## Training Plan

In the following sections you will create the Training Providers, Training Courses, and indicate how many of each type of trainee are participating. The information entered will allow WBLOMS to create a downloadable training plan that can be retained for your records. Additionally, upon completion of all sections of the online application, a PDF copy of the application will be available for download. Please note, the downloadable training plan and PDF of the application do not interact with WBLOMS in any way once they are downloaded. Once the Excel of the training plan is downloaded, if you change the data in any cells, these changes will not be reflected in your application. Applications are always edited through WBLOMS as described in the steps in this guide.

## Training Provider Section

The Training Providers must be created in WBLOMS first before creating training courses and indicating how many employees are participating in a course. For USDOL Registered Apprenticeship classroom and/or OJT training, create the provider in this section, then indicate the training is for USDOL training when the course is created in the following Training Plan section.

**Removing a training provider will delete corresponding courses in the Training Plan section and may cause the Trainee Counts and Reimbursement Details to be deleted.**

**For an application to score points as described in the FY25 Scoring Criteria, a minimum of one training provider must be added as a College or University, Community College, or Third Party.**

Third Party is defined as: A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential); or product manufacturer or developer (e.g., recognized Information Technology certifications, such as Microsoft Certified IT Professional (MCITP), Certified Novell Engineer, a Sun Certified Java Programmer, etc.) using a valid and reliable assessment of an individual's knowledge, skills and abilities; A public regulatory agency, which awards a credential upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., Federal Aviation Administration aviation mechanic license, or a state-licensed asbestos inspector).

To add a College or University, Community College, Third Party, Private/Proprietary Training

Institution, Union/Joint Apprenticeship Training Council, Vendor, or Other Training Provider, follow steps 1 through 7.

To add an OJT Provider for standard OJT or USDOL Registered Apprenticeship OJT follow steps 8 through 9.

### Step 1

Select Type of Training Provider. To add an OJT Provider skip to step 7. **For an application to score points as described in the FY25 Scoring Criteria, a minimum of one training provider must be added as a College or University, Community College, or Third Party. One of those three options must be selected from the drop down menu.**

Type of Training Provider

Select Type of Training Provider: ▾

- Select Type of Training Provider:
- College or University
- Community College
- Employer On The Job Training (New Hire OJT and/or USDOL RA OJT)
- Private/Proprietary Training Institution
- Third Party
- Union/Joint Apprenticeship Training Council (JATC)
- Vendor
- Other

### Step 2

Enter Training Provider Name.

### Step 3

Select Training Provider Country. If Canada is selected, proceed to Step 6.

### Step 4

Enter Training Provider State.

### Step 5

Enter Training Provider City.

### Step 6

Click "Add Training Provider".

**Training Provider Information**

Consider entering the official names of training providers rather than abbreviations or commonly used acronyms. Please contact your MWA representative to determine if there is a preference on how training provider names should be entered.

There are seven types of training providers that can be selected when creating a training provider. Only one record of a training provider must be created regardless of how many courses will be associated with that provider. If an application contains On the Job Training (OJT), select the "Employer On the Job Training" option. This will cause the training provider name and other details to auto populate with the employer information from the Employer Information section of the application.

Type of Training Provider

Select Type of Training Provider:

Training Provider Name

Training Provider Located City

Training Provider Located State

Select Training Provider Located State:

### Step 7

Click "Save." Repeat steps 1 through 6 for all College or University, Community College, Third Party, Private/Proprietary Training Institution, Union/Joint Apprenticeship Training Council, Vendor, or Other training providers.

### Step 8

Select Type of Training Provider (On-the-Job Training (OJT)). You will notice all other fields will automatically fill with the employer's information. Skip to step 10 instead if you have no OJT.

Type of Training Provider

Select Type of Training Provider:

Select Type of Training Provider:  
 College or University  
 Community College  
**Employer On The Job Training (New Hire OJT and/or USDOL RA OJT)**  
 Private/Proprietary Training Institution  
 Third Party  
 Union/Joint Apprenticeship Training Council (JATC)  
 Vendor  
 Other

Type of Training Provider

Employer On The Job Training (New Hire OJT and/or USDOL RA OJT)

Training Provider Name

FY23 Example Employer (OJT)

Training Provider Located City

Lansing

Training Provider Located State

Michigan

## Step 9

Click “Add Training Provider”. Please note, you may only ever create one OJT Provider. After you create the OJT Provider the OJT option will be removed from the dropdown menu. See screenshot below.

Type of Training Provider

Select Type of Training Provider: ▼

- Select Type of Training Provider:
- College or University
- Community College
- Private/Proprietary Training Institution
- Third Party
- Union/Joint Apprenticeship Training Council (JATC)
- Vendor
- Other

## Step 10

Repeat Steps 1 through 9 until all training providers have been added.

## Step 11

You may edit a training provider by scrolling down and clicking “Edit” next to a provider. After clicking edit, scroll up to the top of the page to edit the provider details. You may delete a provider by clicking “Remove”. Clicking “Remove” will delete any courses associated with that provider.

## Step 12

Click “Save and Continue”.

**Example Community College**  
Community College  
United States of America  
Lansing, MI

edit remove

---

**Example Third Party Provider**  
Third Party  
United States of America  
Lansing, MI

edit remove

Save Save and Continue

## Training Plan Section

There are four types of training to choose from while creating the training courses (Classroom/Customized Training, USDOL Registered Apprenticeship -Classroom, OJT, and USDOL Registered Apprenticeship OJT).

Each type of course will be detailed separately in this guide. Each type of course may require the credential earned to be selected. **For an application to score points as described in the FY25 Scoring Criteria, College Credit, Certification, and/or License must be selected as the credential earned for at least one course.**

To create Classroom/Customized Training follow steps 1 through 10.

To create USDOL Registered Apprenticeship – Classroom Training follow steps 11 through 21.

To create OJT follow steps 22 through 29.

To create USDOL Registered Apprenticeship – OJT follow steps 30 through 39.

To edit a training course or OJT follow steps 41 through 44.

**Removing a course may clear any details that have been entered in the Trainee Counts and Reimbursement sections of the application.**

Training Provider

Select Training Provider: ▾

Training Course Name

Training Type

Select Training Type: ▾

Credential Earned Upon Course Completion

Select Credential Earned Upon Course Completion: ▾

Where training is being delivered

Select Where training is being delivered: ▾

Number of New Hires assigned to the training course

Number of Current Employees assigned to the training course

Training Cost Per Person ⓘ

\$

Cancel Add Training Course

### Step 1 - Creating Classroom/Customized Training

Select previously created training provider from the drop down. College or University, Community College, Private/Proprietary Training Institution, Union/Joint Apprenticeship Training Council, Vendor, or Other Training Provider.

Training Provider

Select Training Provider: ▾

Select Training Provider:

Example Community College

FY23 Example Employer (OJT)

### Step 2

Enter the Training Course Name.

### Step 3

Select the Classroom/Customized Training option from the Training Type drop down.

Training Type

Select Training Type: ▼

---

Select Training Type:

Classroom/Customized Training

USDOL Registered Apprenticeship - Classroom

#### Step 4

Select the credential earned upon completion. If certification or license is selected, enter the name of the credential that will be earned in “Credential Title”.

Credential Earned Upon Course Completion

Select Credential Earned Upon Course Completion: ▼

---

Select Credential Earned Upon Course Completion:

Certificate of completion

Certification

College Credit

License

Other

Credential Earned Upon Course Completion

Certification ▼

Credential Title

#### Step 5

Select where the training is being delivered.

#### Step 6

Enter the number of New Hires assigned to the course.

#### Step 7

Enter the number of Current Employees assigned to the course.

#### Step 8

Enter the Training Cost Per Person. The Training Cost Per Person must represent the exact cost that will be reimbursed by Going PRO Talent Fund. Do not include excess amounts that will be paid as employer contribution.

#### Step 9

Click "Add Training Course"

#### Step 10

Repeat Steps 1 through 9 until all training courses of this type have been added.

#### Step 11- Creating USDOL Registered Apprenticeship – Classroom Training

Select previously created training provider from the drop down. College or University, Community College, Private/Proprietary Training Institution, Union/Joint Apprenticeship Training Council, Vendor, or Other Training Provider



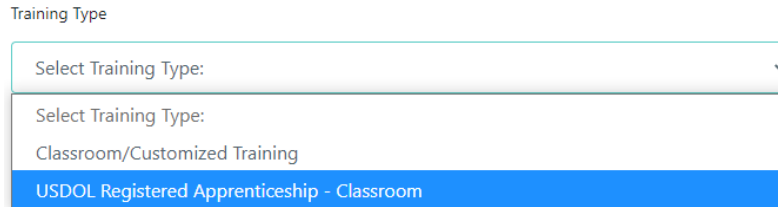
### Step 12

Enter the Training Course Name.

### Step 13

Select the USDOL Registered Apprenticeship - Classroom option from the Training Type drop down.

Training Type



Select Training Type: ▼

Select Training Type:

- Classroom/Customized Training
- USDOL Registered Apprenticeship - Classroom

### Step 14

Select the credential earned upon completion. If certification or license is selected, enter the name of the credential that will be earned in "Credential Title".

### Step 15

Select where the training is being delivered.

### Step 16

Enter the number of New Hires assigned to the course.

### Step 17

Enter the number of Current Employees assigned to the course.

### Step 18

Enter the Training Cost Per Person. The Training Cost Per Person must represent the exact cost that will be reimbursed by Going PRO Talent Fund. Do not include excess amounts that will be paid as employer contribution.

### Step 19

Enter the type of apprenticeship program or position the training applies to. For example, Electrician.

### Step 20

Click "Add Training Course"

### Step 21

Repeat Steps 11 through 20 until all training courses of this type have been added. If you have multiple iterations of the same course being offered by the same provider on different dates enter them all in as separate courses.

### Step 22 - Creating OJT Training

Select the previously created OJT training provider from the drop down.

### Step 23

Enter the Job Title / Occupation.

Job Title/Occupation

### Step 24

Select the On the Job Training (OJT) option from the Training Type drop down.

Training Type

Select Training Type: ▼
Select Training Type:
<b>On The Job Training (OJT)</b>
USDOL Registered Apprenticeship - OJT

### Step 25

Enter the number of New Hires assigned to the course.

### Step 26

Enter the Training Cost Per Person. The Training Cost Per Person must represent the exact cost that will be reimbursed by Going PRO Talent Fund. Do not include excess amounts that will be paid as employer contribution. Cost of OJT is traditionally calculated by multiplying the number of training hours by the hourly wage of the employee.

### Step 27

Enter the number of training hours.

### Step 28

Click “Add Training Course”.

### Step 29

Repeat Steps 21 through 28 until all OJT courses have been added. Each Job Title/ Occupation participating in OJT must be represented as a unique course. For example, if you have Crane Operator OJT and Welder OJT, the OJT for each position must be represented by creating two OJT courses using steps 21 through 28.

### Step 30 - Creating USDOL Registered Apprenticeship – OJT Training

Select previously created OJT training provider from the drop down.

### Step 31

Enter the Job Title / Occupation.

Job Title/Occupation

### Step 32

Select the USDOL Registered Apprenticeship – OJT option from the Training Type drop down.

Training Type

USDOL Registered Apprenticeship - OJT

Select Training Type:

On The Job Training (OJT)

USDOL Registered Apprenticeship - OJT

### Step 33

Enter the number of Current Employees assigned to the course.

### Step 34

Enter the number of New Hires assigned to the course.

### Step 35

Enter the Training Cost Per Person. The Training Cost Per Person must represent the exact cost that will be reimbursed by Going PRO Talent Fund. Do not include excess amounts that will be paid as employer contribution. Cost of OJT is traditionally calculated by multiplying the number of training hours by the hourly wage of the employee.

### Step 36

Enter the number of training hours.

### Step 37

Enter the type of Apprenticeship Program/Position.

Type of Apprenticeship Program/Position ⓘ

### Step 38

Click "Add Training Course"

### Step 39

Repeat Steps 30 through 38 until all USDOL Registered Apprenticeship OJT courses have been added. Each Job Title/ Occupation participating in OJT must be represented as a unique course. For example, if you have USDOL Registered Apprenticeship Plumber OJT and USDOL Registered Apprenticeship Electrician OJT, the OJT for each position must be represented by creating two USDOL OJT courses using steps 30 through 38.

### Step 40

Click "Save and Continue."

### Step 41 – Editing a Training Course or OJT

At the bottom of the page next to a course click "Edit." Clicking "Remove" will delete the course. **Removing a course may clear any details that have been entered in the Trainee Counts and Reimbursement sections of the application.**

---

<b>Example OJT - \$1,200 - 60 hrs</b> OnSite FY23 Example Employer (OJT) On The Job Training (OJT) <b>Total Trainees - 1</b> New Hires: 1 - \$1,200	<b>\$1,200</b> edit remove	<b>Step 41</b>
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---

<b>Example College Course - \$800</b> Online - College Credit Example Community College Classroom/Customized Training <b>Total Trainees - 6</b> New Hires: 1 - \$800 Current Employees: 5 - \$4,000	<b>\$4,800</b> edit remove	
---	----------------------------	--

---

[Save](#) [Save and Continue](#)

### Step 42

After clicking edit, scroll to the top of the page. Notice the course details for the selected course are displayed. Edit any course details.

### Step 43

To cancel and in progress edit click "Cancel"

### Step 44

Once edits are complete click "Save Training Course".

[Cancel](#) [Save Training Course](#)

## Trainee Counts

In this section enter the number of unique individuals for each field. In each field a trainee may only be counted once, however, a trainee may be represented in more than one field. The first two fields represent the total unique count of current and new hires, and the subsequent fields show the breakdown of apprentices and college credit. For example, there are ten unique current employees being trained. Of those ten current employees, five individuals are apprentices, and two of those apprentices are receiving college credit. If a type of trainee is not included on the training plan, the corresponding Trainee Counts field will be grayed-out.

**Editing any fields on the Trainee Counts page will erase the entries in the Reimbursement Details section.**

**Trainee Counts**

Enter the number of unique individuals for each field. In each field a trainee may only be counted once, however, a trainee may be represented in more than one field. For example, there 10 unique current employees being trained. Of those current employees, 5 individuals are apprentices, and 2 of those of apprentices are receiving college credit.

Total number of unique new hires to be trained

Total number of unique current employees to be trained

Total number of unique new hire apprentices to be trained

Total number of unique current employee apprentices to be trained

Total number of unique new hires who will earn college credit

Total number of unique current employees who will earn college credit

Average hourly wage of employees  
\$

### Step 1

Enter the Total Number of unique New Hires to be trained. (If applicable)

### Step 2

Enter the Total Number of unique Current Employees to be trained. (If applicable)

### Step 3

Enter the Total Number of unique New Hire USDOL Apprentices to be trained. (If applicable)

### Step 4

Enter the Total Number of unique Current Employee USDOL Apprentices to be trained. (If applicable)

### Step 5

Enter the Total Number of unique New Hires who will earn college credit. (If applicable)

### Step 6

Enter the Total Number of unique Current Employees who will earn college credit. (If applicable)

### Step 7

Enter the average hourly wage of all trainees. Average hourly wage is calculated by dividing the sum of all hourly wages of trainees by the total number of trainees.

### Step 8

Enter the median hourly wage of all trainees. Median wage must be calculated by first arranging all of the employer's (new hire and current employee) trainee wages from smallest to largest. If the number of data points is odd, the median wage is the middle data point in the list. If the number of data points is even, the median is the average of the two middle data points in the list.

If median hourly wage is below the Regional Median Wage for the county associated with the employer address, a yes or no option will appear. Select "Yes" or "No".

Median hourly wage of employees (Ingham County - Regional median hourly wage \$23.02)

\$ 20.54

Will the median hourly wage of trainees meet or exceed the Regional Median Wage no later than 90 days post training completion (after all training for the award has ended)? Verification must be provided, or employer award will not be reimbursed.

Yes  No

Save

Save and Continue

### Step 9

Click "Save and Continue"

## Reimbursement Details

In this section enter the reimbursement amount requested for each type of trainee up to the respective per person cap (maximum reimbursable amount). Create a new entry for trainees of the same type who are requesting different reimbursement amounts. For example, an entry would be created for ten current employees who are being reimbursed at \$1,000.00, and a second entry would be created for five current employees who are being reimbursed at \$2,000.00. If you cannot add a certain type of employee (i.e. New Hires USDOL Apprentices) verify that the proper training courses have been added and that the Trainee Counts page is accurate.

**Please note, if training courses are removed on the Training Plan page or the Trainee Counts page is updated, entries on this page will be deleted.**

**Reimbursement Details**

Enter the reimbursement amount requested for each type of trainee up to the respective per person cap (maximum reimbursable amount). Create a new entry for trainees of the same type who are requesting different reimbursement amounts. For example, an entry would be created for 10 current employees who are being reimbursed at \$1,000, and a second entry would be created for 5 current employees who are being reimbursed at \$2,000.

Please note, if training courses are removed on the Training Plan page, data on this page will be deleted.

Select Trainee Type

Select Apprentices

Number of total trainees

Reimbursement amount

[Cancel](#) [Add Reimbursement](#) [Save and Continue](#)

### Step 1

Select a trainee type (New Hire or Current Employee).

### Step 2

Select whether the trainees are USDOL Registered Apprentices or Non-Apprentices. This will determine the per person cap (maximum reimbursable amount). Please note, a warning message will appear if you select the apprentice option but have not built any USDOL RA courses on the Training plan page and have not added USDOL RAs on the Trainee Counts Page.

### Step 3

Enter the number of trainees.

### Step 4

Enter the reimbursement amount per trainee.

### Step 5

Click "Add Reimbursement". The entry will be added to the bottom of the page.

### Step 6

Repeat steps 1 through 5 until all trainees have been added.

### Step 7

To edit an entry, click "Edit". You may then edit the number of trainees and reimbursement amount. Click "Save Reimbursement" when finished.

<b>New Hires - 1</b> \$2,000	<b>\$2,000</b>	<a href="#">edit</a>	<a href="#">remove</a>
<b>Current Employees - 5</b> \$800	<b>\$4,000</b>	<a href="#">edit</a>	<a href="#">remove</a>

[Step 7](#)

[Save and Continue](#)

## Step 8

To remove an entry click "Remove".

## Step 9

Click "Save and Continue".

## Funding Request and Employer Contribution

Before submitting an application, verify that the total cost of all training displayed in the Training Cost section matches the total amount of Going PRO Talent Fund program funds being requested. Excess training costs that are above the reimbursement amount requested must not be included on the training plan.

**Training Cost**

Before submitting, verify that the total cost of all training matches the total amount of going PRO Talent Fund program funds being requested. Excess training costs that are above the reimbursement amount requested must not be included on the training plan.

\$ 6,000

Total amount of Going PRO Talent Fund program funds being requested

\$ 6,000

In this section provide a total projected employer contribution amount.

Total projected employer contribution amount

\$

Attachments to support the employer contribution are optional.

Employer contribution may include:

- Total amount of excess training cost that will not be reimbursed by award
- Projected wages (including healthcare benefits/paid leave) of employees while in Going PRO Talent Fund training
- Travel Costs for employees in Going PRO Talent Fund Training
- Reasonable cost of new equipment (i.e., one year's value) or software directly related to proposed training
- Supportive services provided to employees in Going PRO Talent Fund Training (Examples: tuition reimbursement, childcare assistance, additional transportation assistance)
- Other (Examples: overhead/administrative costs, cost of outside training facility, release time for trainees working towards high school equivalency completion during work hours, and lost productivity due to employee(s) attending training)

Note that On the Job (OJT) training should not be included. Additionally, upon completion of training, revised contribution must be reported.



### Step 1 (Training Cost)

Total Cost of all training will be calculated based on information entered in the Training Plan section. Total amount of Going PRO Talent Fund program funds being requested will be calculated based on the information entered in the Reimbursement Details section. Verify that the totals match.

### Step 2 (Employer Contribution)

Enter the total projected employer contribution amount.

### Step 3

Click “Save and Continue”.

#### Labor Market Participation Policies

To earn points, select the box for all that apply.

- Predictive scheduling - Employer must provide employee schedule at least 14 days in advance, employees have the right to refuse additional shifts with less than 14 days' notice, and employees are provided compensation in the event shifts are canceled within 14 days of their shift.
- Actions to reduce transportation barriers to employment and training - Examples may include companywide resources such as employer sponsored resource groups, shuttle services, flexible scheduling that supports carpooling and ridesharing, financial assistance (i.e., mileage reimbursement or public transportation stipend), emergency rides home for employees using mass transit, and/or telework opportunities for those with identified barriers.
- Improved access to affordable, reliable childcare - Examples may include childcare tuition reimbursement, on-site daycare or corporate childcare.

Please select the applicable options from the following:

- Predictive scheduling
- Actions to reduce transportation barriers to employment & training
- Improved access to affordable, reliable childcare
- Not Applicable

Save

Save and Continue

### Electric Vehicle, Mobility, or Related Infrastructure,

To earn points, indicate if the training plan includes training directly applicable to Electric Vehicles, Mobility, or related infrastructure.

### Step 1

Select the “Yes” or “No”.

### Step 2

Click “Save and Continue”

#### Infrastructure, Electric Vehicle or Mobility

Does the training plan include training directly applicable to Infrastructure, Electric Vehicle (EV) or Mobility?

- Yes  No

Save

Save and Continue

## Increasing Household Access to High-Speed Internet

To earn points, indicate if the training plan includes training directly applicable to increasing access to high-speed internet.

### Step 1

Select the “Yes” or “No”.

### Step 2

Click “Save and Continue”

#### Increasing Household Access to High-Speed Internet

Does the training plan include training directly applicable to increasing household access to high-speed internet?

Yes  No

Save

Save and Continue

## Creation or Preservation of Affordable Housing Units

To earn points, indicate if the training plan includes training directly applicable to the creation or preservation of affordable housing units.

### Step 1

Select the “Yes” or “No”.

### Step 2

Click “Save and Continue”

#### Creation or Preservation of Affordable Housing Units

Does the training plan include training directly applicable to the creation or preservation of affordable housing units?

Yes  No

Save

Save and Continue

## Prior Year Going PRO Talent Fund Award

To earn points, indicate if the employer received an Independent or ELC award for the address used on this application in Fiscal Year 2023 or 2024. Answer yes even if the award was fully rescinded.

### Step 1

Click “Awards Received” to see a record of FY23 and FY24 awards connected to the address used on the application. A pop-up menu will appear to help identify awards from the past two years. Contact your MWA for confirmation if unsure.

## Step 2

Select the “Yes” or “No”.

## Step 3

Click “Save and Continue”

### Prior Year Going PRO Talent Fund Award

Did the employer receive an Independent or ELC award for this location in fiscal year 2023 or 2024? Answer yes even if the award was completely rescinded.

Yes  No

Awards Received

Save

Save and Continue

## Review and Submit

### Step 1

Review the information in each section by scrolling down. If edits need to be made, click “Edit.” You can also use the checklist on the left side of the screen to return to previously completed sections.

Please note, the scores displayed in the Application Scores Overview are not final until the application is submitted by the MWA. Edits to the application may change the scores displayed in this section.

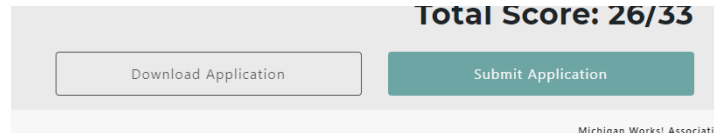
Once all sections have been completed you will see a green check by every section on the left side of the screen. The “Submit Application” button will be active. There will be three dots “...” next to the section you are currently in.

The screenshot shows a sidebar on the left with a navigation menu. At the top is a green button labeled '< Dashboard'. Below it is the 'Employer Application' section, which contains a list of items, each with a green checkmark: 'Employer Info', 'Diversity, Equity and Inclusion (DEI)', 'Contacts', 'Training Information', 'Training Provider', 'Training Plan', 'Trainee Counts', 'Reimbursement', 'Funding Request and Employer Contribution', and 'Attestations'. The final item, 'Review and Submit', has three dots '...' next to it. Below the 'Employer Application' section is a 'Downloads' section with the text 'Training Plan'. On the right side of the screen, there are two buttons: a grey button labeled 'Download Application' and a green button labeled 'Submit Application'.

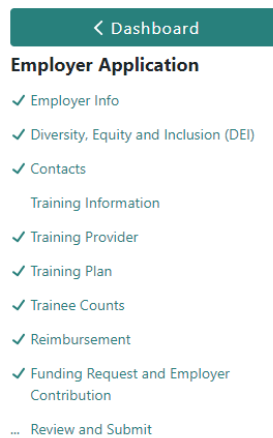
## Step 2

Once all information has been verified as accurate, click "Submit Application." This will send the application to the MWA for review. If you cannot click "Submit Application" review the checklist on the left side of the screen to ensure all sections have been completed. Return to any incomplete sections where a green checkmark is not displayed, complete the section, then click save. If you still cannot click "Submit Application", start at the Employer Info section, click "Save and Continue", then navigate through each page this way until all sections are complete. An error message may appear at the top of the page directing you to incomplete sections.

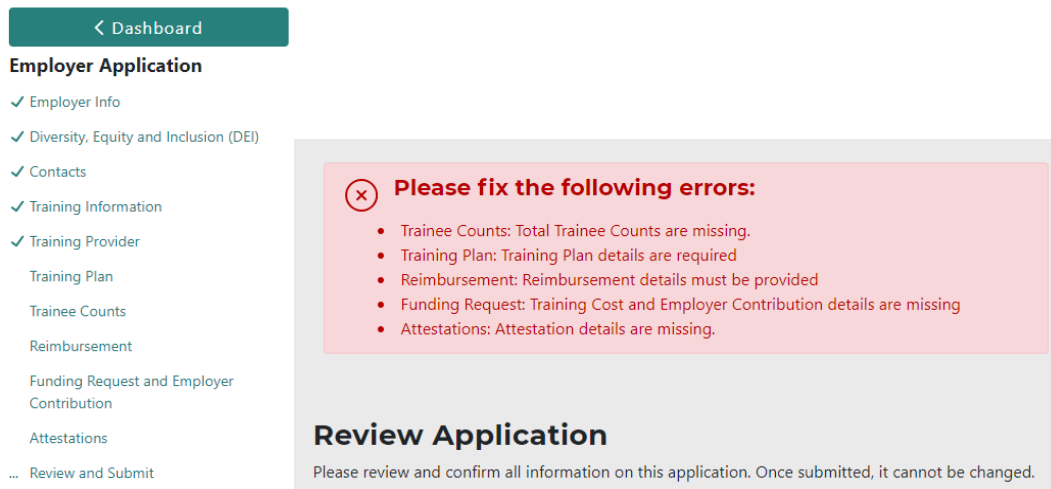
Notice the "Submit Application" button is not active:



Notice there is an incomplete section (Training Information) with no checkmark:



Notice there is an error message at the top of the page indicating which sections are incomplete:



### Step 3

On the Employer Dashboard under the Applications section, notice the status of the application changed to "Submitted to MWA."

The screenshot shows the 'Going PRO Talent Fund (Talent Fund)' dashboard. The left sidebar contains a 'Dashboard' link and an 'Employer Application' section with a checklist of items: Employer Info, Diversity, Equity and Inclusion (DEI), Contacts, Training Information, Training Provider, Training Plan, Trainee Counts, Reimbursement, and Funding Request and Employer Contribution. Below this is a 'Downloads' section with an 'Application PDF' link. The main content area features two scorecards. The 'College Credit' scorecard shows: 'Total number of unique employees to be trained: 6', 'Total number of unique employees who will earn college credit: 6 (100%)', and 'Points awarded: 5 of 5 points'. The 'Average Hourly Wage' scorecard shows: 'Regional median wage: Ingham County - \$22.81', 'Average hourly wage of employees: \$23', and 'Points awarded: 8 of 8 points'. At the bottom right, the 'Total Score: 26/33' is displayed. At the bottom center, there are two buttons: 'Download Application' and 'Submit Application'.

### Industry Led Collaboration (ILC)

The following sections describe the process to connect to an ILC then complete an application. Before an employer can submit an authorization request for an ILC, an MWA user must create the ILC.

#### Employer Connects to the ILC via Authorization Request

An employer will only be able to complete the steps in the section if the MWA has created the ILC and linked employer's company to the ILC.

An authorization request must be submitted to connect to the ILC. The steps below detail the process to submit a new ILC authorization request. Once the request is approved, an ILC application may be started. If an MWA has started the ILC application on behalf of the employer, an approved authorization request will allow the employer to view the existing ILC application. Each participating employer must follow this process to connect to the ILC. When completing the authorization, employer details such as Employer Name, FEIN, and Site Name, must be selected from the drop-down lists rather than typed in manually.

#### Step 1 – Employer

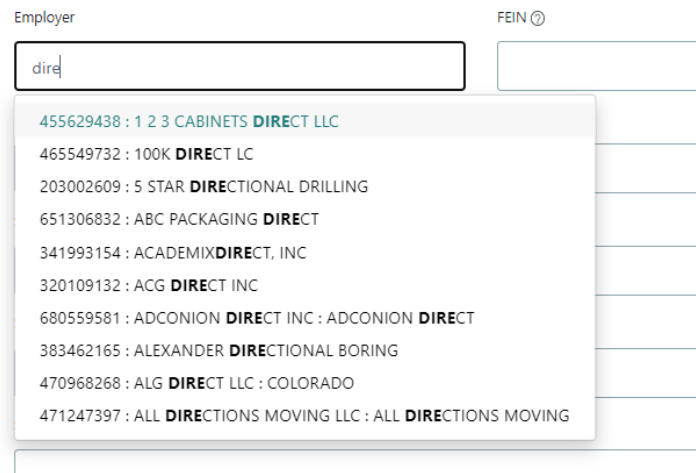
Log in to the Employer Dashboard.

#### Step 2

Click on "New Authorization Request." Accept the terms and conditions.

### Step 3

In the field labeled Employer enter text to search for Federal Employer Identification Number (FEIN) or company name. **As you slowly type**, you will see a drop-down menu appear. you will see company names in the following format- FEIN: Employer Name: DBA Name. You may notice your company has multiple records with different combinations of employer name or FEIN. Select the correct employer details from the drop-down list. Be sure to select the option that is identical to what the MWA representative used when creating the ILC.



The screenshot shows a form with two input fields: "Employer" and "FEIN". The "Employer" field contains the text "dire". A dropdown menu is open below the "Employer" field, displaying a list of search results. Each result is formatted as "FEIN: Employer Name: DBA Name".

FEIN	Employer Name	DBA Name
455629438	1 2 3 CABINETS	DIRECT LLC
465549732	100K	DIRECT LC
203002609	5 STAR	DIRECTIONAL DRILLING
651306832	ABC PACKAGING	DIRECT
341993154	ACADEMIX	DIRECT, INC
320109132	ACG	DIRECT INC
680559581	ADCONION	DIRECT INC : ADCONION DIRECT
383462165	ALEXANDER	DIRECTIONAL BORING
470968268	ALG	DIRECT LLC : COLORADO
471247397	ALL DIRECTIONS MOVING LLC	: ALL DIRECTIONS MOVING

### Step 4

Click into the Site/Plant/Facility Name field. A drop-down menu will appear containing all sites that have been created for the Employer and FEIN. Click on the site that is connected to the ILC. The address fields will then automatically populate with the previously entered address for that site. When a site is selected in this way, you will not be able to edit the address or site name. If you attempt to edit the Site Name, the address details will clear.



The screenshot shows a form with a field labeled "Site/Plant/Facility Name". The field contains the text "Type Site Name or City for search". A dropdown menu is open below the field, displaying a list of search results. The first result is "Dire Comics Test Site : Lansing".

Site Name
Dire Comics Test Site : Lansing

### Step 5

Select "New"

### Step 6

Select "ILC"

Requesting authorization to submit: ?

New  Existing

Requesting Authorization for:

Independent  ILC

### Step 7

Select the name of the ILC.

ILC Name

Select ILC Name: ▼

Select ILC Name:

**CAMWI - Example ILC Aerospace Technicians**

ILC FY21 Test #1 KK

### Step 8

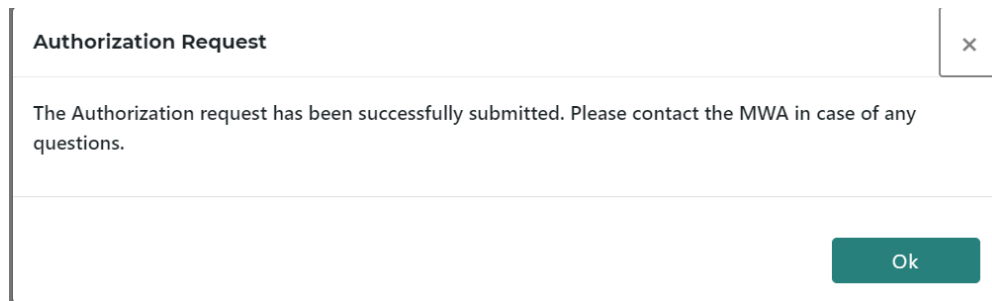
Select the name of the MWA you are working with. Please note, this field will auto populate based on your ZIP Code. Be sure the correct MWA is selected before submitting the authorization request.

### Step 9 - Optional

Enter the name and contact information of the MWA Representative you are working with.

### Step 10

Click "Submit". A success message will be displayed. Click "OK".



FEIN	Site Name	Request Type	Status	MWAName	Status Date	
382964782	Motorplex Test Site	ILC (CAMWI - Example ILC Aerospace Technicians)	Submitted	Capital Area Michigan Works!	04-27-2021 2:39 PM	<a href="#">View</a>

### Step 11

Once the authorization request is approved by the MWA you will receive an email notification. Return to the Employer Dashboard. Next to the authorization request on your dashboard, click "Start Application".

FEIN	Site Name	Request Type	Status	MWAName	Status Date	
382964782	Motorplex Test Site	ILC (CAMWI - Example ILC Aerospace Technicians)	Approved	Capital Area Michigan Works!	04-27-2021 2:41 PM	<a href="#">Start Application</a> <a href="#">View</a>

[Start Application](#) [View](#)

## Employer Begins the ILC Application

The following steps can be completed by an employer after their New ILC authorization request has been approved. Please note, all previously described ILC steps must be completed before this point. Additionally, the Lead Employer application should be created before all other employers begin their applications. The Lead employer is responsible for creating all training providers and all training courses including each USDOL RA OJT. The Lead Employer must also enter the statement of collaboration on behalf of all participating employers.

For more detailed instructions on each section of the application described below, refer to the preceding sections in this guide.

### Step 1 – To be Completed by all Employers

Next to the approved authorization request on your dashboard, click “Start Application”.

### Step 2 – To be Completed by all Employers

Follow the steps in previous sections of this guide to complete the [Employer Info](#), [Diversity, Equity, and Inclusion](#), and [Contacts](#) sections.

### Step 3 – To be Completed by all Employers

Enter the Introduction. Each employer will enter an introduction describing their company.

### Step 4 – To be Completed only by the Lead Employer

Enter the Statement of Collaboration. Only the Lead Employer will be able to enter text in this section. All participating employers will be able to view this entry.

### Step 5 – To be Completed only by the Lead Employer

Select the date all training will begin and the date all training will end. The dates are inclusive of training for all employers in the ILC. Only the Lead Employer will be able to select dates in this section. All participating employers will be able to view these dates.

### Step 6 – To be Completed only by the Lead Employer

Create all training providers for all courses. The lead employer can create one OJT provider. Each employer will see their own company details (Company Name, City) when they view the OJT provider. Notice the two images below. The lead employer sees themselves as the OJT provider in the first image and can remove the provider if needed. The non-lead employers also see themselves as the OJT provider but cannot delete the training provider.

---

#### Dire Comics Test Site (OJT)

Employer On The Job Training (OJT)

[remove](#)

Lansing, MI · OnSite

---



### Motorplex Test Site (OJT)

Employer On The Job Training (OJT)

Lansing, MI · OnSite

Continue

### Step 7 – To be Completed only by the Lead Employer

Create all courses including USDOL RA OJT. The lead employer will need to create each training including any USDOL RA OJT courses for all employers. See the [previous sections](#) of this guide for instructions on how to create each type of course.

### Step 8 – To be Completed by all Employers

Assign New Hires and Current Employees to each training course. Each employer will assign their own current employees to each course.

To assign trainees to a course, click “Edit”. A pop-up will appear. Enter the number of new hires and current employees assigned to the course. You can also edit a previously entered number.

**Vendor - \$700**  
Online - Certification  
**Vendor**  
Classroom/Customized Training

**College Course - \$1,200**  
Online - College Credit  
**College**  
Classroom/Customized Training

edit

edit

Continue

**Add trainees to the course Vendor**

Number of New Hires assigned to the training course

Number of Current Employees assigned to the training course

Cancel Save

To remove all trainees that were previously assigned to a course click “remove”. This will delete any entries on the Trainee Counts and Reimbursement Details pages.

---

**Vendor - \$700**

Online - Certification

**Vendor**

Classroom/Customized Training

**\$5,600**[edit](#)[remove](#)**Total Trainees - 8**

New Hires: 4 - \$2,800

Current Employees: 4 - \$2,800

---

### Step 9 – To be Completed by all Employers

Complete the [Trainee Counts](#) Section.

### Step 10 – To be Completed by all Employers

Complete the [Reimbursement Details](#) Section.

### Step 11 – To be Completed by all Employers

Enter any employer contribution in the [Employer Contribution](#) Section.

### Step 10 – To be Completed by all Employers

Review and submit. Review the information in each section by scrolling down. If edits need to be made, click "Edit." You can also use the checklist on the left side of the screen to return to previously completed sections.

Once all sections have been completed you will see a green check by every section on the left side of the screen. There will be three dots "..." next to the section you have selected.

Once all information has been verified as accurate, click "Submit Application." This will send the application to the MWA for review. If you cannot click "Submit Application" review the checklist on the left side of the screen to ensure all sections have been completed. Return to any incomplete sections where a green checkmark is not displayed.

**Employer Application**

- ✓ Employer Info
- ✓ Diversity, Equity and Inclusion (DEI)
- ✓ Contacts
- ✓ Rationale For Request
- ✓ Training Information
- ✓ Training Provider
- ✓ Training Plan
- ✓ Trainee Counts
- ✓ Reimbursement
- ✓ Funding Request and Employer Contribution
- ... Review and Submit

**Downloads**

- Training Plan
- Application PDF