

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

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

## **When did MiTC become fully operational?**

MiTC replaces the former Career Education Consumer Report (CECR) as the State of Michigan's federally required eligible training provider list (ETPL) as of February 6<sup>th</sup>, 2016. MiTC fulfills all requirements of the federal Workforce Innovation and Opportunity Act (WIOA) of 2014.

## **Who will use MiTC to look for training?**

Individuals being served by the local Michigan Works! Agencies via the State of Michigan's One-Stop system will access MiTC to research available education and training options when seeking training that is funded by an individual training account (ITA).

## **What schools are eligible to participate?**

Any type of school legally operating in Michigan may apply to have their education and training program(s) listed on MiTC. MiTC includes education and training programs offered through public and private community colleges, proprietary schools, non-profits, unions, corporate training centers, adult education programs, and intermediate school district career centers.

You must have all applicable licenses, be able and willing to supply mandatory program-specific data, and agree to share documentation with auditors upon request to be included on MiTC.

## **What licenses does my school need to participate?**

Most privately owned organizations that offer occupational training for a fee are legally required to be licensed by the Proprietary Schools Unit of the Michigan Department of Licensing and Regulatory Affairs (LARA). Nonprofit organizations offering occupational training are also subject to licensing requirements. A license must be granted for each location at which training is to be delivered. If you need a license application, please contact the [Proprietary Schools Unit](#).

Schools that are headquartered or located outside of Michigan are subject to some special requirements. Schools that are located in another state but recruit and serve Michigan residents must apply for a certificate of compliance and be licensed to solicit business in Michigan. Schools without a physical Michigan location must be listed on the applicable state's eligible

training provider list (ETPL). Schools that are headquartered in another state but offer training at a Michigan location must have the appropriate Michigan license.

Some [special requirements](#) also apply to schools that prepare students to enter a licensed occupation.

### **What kinds of training programs should be posted on MiTC?**

Training programs resulting in credentials, certificates or degrees in demand by employers are the types of education and training programs that should be posted on MiTC.

### **What is a program of training services?**

A program of training services is one or more courses or classes, or a structured regimen that leads to:

- A recognized post-secondary credential, secondary school diploma or its equivalent;
- Employment; or
- Measurable skill gains towards such a credential or employment.

### **What education and training program information is required?**

Program title, program duration, associated costs, financial aid accepted, credential earned upon completion, and a few other items. You may wish to include a link to your website and a detailed program description as well.

### **How often should education and training program information be updated?**

At a minimum, education and training program information is required to be updated annually. However, you may update information at any time as changes are needed.

### **What kind of performance data is required?**

For an **existing** program, training providers will be required to provide Completion (Graduation) Information, Placement Information, Wage Information, and Training-Related Placement Information.

For a **new** training program, this information is not required initially, but will be required annually thereafter. However, you must still enter today's date in the "Reporting Year End Date" field to proceed with your application.

After one year, all training programs are required to provide updated performance data. In order to remain on MiTC, your performance outcomes must meet the minimum standards established by the Workforce Development Agency (WDA).

### **If my program is new and has no data to report, what date do I enter in the “Reporting Year End Date” field?**

You should enter today’s date in order to proceed with your application.

### **If we conduct surveys to gather data, how many surveys are enough?**

For most education and training programs, you should attempt to survey all graduates. If more than 225 students graduated from the program during the reporting year, you may take advantage of random sampling techniques to reduce the number of surveys to be completed. When you attempt to survey all of your graduates, you will find that some cannot be located or refuse to participate. The standard is that survey data should reflect at least a 50% response rate. That means most programs must make a good-faith effort to reach all graduates, but a 50% rate of failure to either locate a student or secure his or her participation is within the standards for posting performance data.

### **How are continuing education students factored in?**

Often students attend courses and programs on the continuing education model - that is, they are employed when they come to you for training and continue in their jobs during and after the program. How are these students factored into measures of program performance?

The simple answer is they **ARE** included in the calculation of placement rate, they **ARE NOT** included in the calculation of training-related placement rates (an optional measure), and they **ARE** included in the calculation of the median hourly wage earned by employed graduates. These students are implicitly included in the measures of placements and wages because there is no mechanism in our data-entry processes to exclude them. There is such a mechanism in the calculation of training-related placements: the "Same Job After Training" field is meant to capture the number of graduates who maintained the same job with the same employer after they completed the training program, and these students are counted neither for you nor against you in the calculated training-related placement rate.

The not-so-simple question is, are these rules appropriate? A set of rules for identifying students who fit this model is difficult to develop and by including all students in the mandatory placement and wage measures we can be assured that the issue is managed consistently from program to program and from school to school. Further, it is not always clear that a student who is employed when entering a training program and maintains the same job after training intended to do so. On the down side, counting students of this type as placements and factoring their wages into the equation may present an overly rosy picture to the prospective student. The impact of high-wage earners of this type on the median-wage calculations is diminished somewhat by the use of a median as opposed to an average.

We will be actively monitoring and exploring the impact of these decisions on the quality of the data presented on the MiTC website and will revisit the issue and the calculations should experience prove it advisable.

## **How will the accuracy of the performance data be assured?**

For consumer information to be useful, it must be accurate and reliable. Much of the initial performance data required for posting on Michigan Training Connect (MiTC) is not available from wage records or other third-party sources. Data such as graduation rates, job placement in the field for which the student was trained, and wages are only available from the training provider on a self-reporting basis. Therefore, an independent audit function is necessary if consumers are to have confidence in the performance data in the system. Providers must agree to permit an audit of their performance data in order to post programs on MiTC.

The Workforce Development Agency (WDA) may conduct random spot checks of the performance data for a particular occupational course of study reported by a training provider. This will involve appearing at an institution and checking the names of the program participants and the outcomes reported for each by phoning the students in question for verification. The WDA may conduct such an audit in response to credible complaints about misrepresentation or falsifying of performance data.

## **Does placement on MiTC guarantee ITA funded students will attend my training program?**

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

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

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

If you have lost your User ID and/or password, please email us at [MiTC@michigan.gov](mailto:MiTC@michigan.gov).

## **What do I do to change my school's designated contact person?**

If you would like to change your school's designated contact person, please print our [MiTC Application Form](#), complete the form, and email the form to us at [MiTC@michigan.gov](mailto:MiTC@michigan.gov).

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

Yes, please contact us at [MiTC@michigan.gov](mailto:MiTC@michigan.gov) for assistance.