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GST MICHIGAN WORKS! POLICY 18-01 change 3

(Board Approved 6/12/2026)

TO:	**Chief Executive of Subrecipients and Agency Staff**
FROM;	**Jody Kerbyson, CEO**
SUBJECT:	**Approval Process of Training Provider/Programs to be Eligible on the Michigan Talent Connect (MiTC)**
EFFECTIVE:	**May 1, 2026**
PROGRAM AFFECTED:	**WIOA Adult, Dislocated Worker and Youth**
RESCISSIONS:	**PI 18-01 change 2**
REFERENCES:	**WIOA Manual, MiTC Policy Manual**

BACKGROUND:
The Michigan Training Connect (MiTC) serves as an important tool for participants seeking training to identify appropriate providers and relevant information such as cost and program outcomes. Using the MiTC, Career Coaches can assist participants in identifying training providers offering programs leading to job placement in in-demand industries and occupations that result in positive outcomes and recognized credentials.

GST Michigan Works! approves or denies approval for training providers/programs according to a standardized and objective process for training providers/programs to be deemed an eligible training provider, resulting in their training program to be posted publicly on the MiTC. Only training providers/programs deemed eligible may receive the WIOA training funds to assist participants.

POLICY:
This policy outlines the approval and denial of approval criteria and the corresponding methodologies and procedures used by GST Michigan Works! to approve or deny approval of training provider applications to the Michigan Training Connect (MiTC).

Initial and Continued Eligibility Approval Criteria

GST Michigan Works! elects to follow the state's minimum guidelines for criteria for initial and continued eligibility for the MiTC. These include performance standards for employment, earnings, and Michigan Training Connect credential attainment. Current guidelines can be found in Chapters 2 and 3 of the MiTraining Connect Policy Manual.

Beyond the required information, GST Michigan Works! may, at its discretion, request additional information for initial and continuing eligibility criteria to verify or clarify performance levels or other standard criteria required to be reported by the training provider if necessary.

As appropriate, GST Michigan Works! may also consider the following characteristics of the training provider throughout the approval process:

- The availability of jobs in the Lightcast Talent Attraction Occupation Report, which looks at real-time job opportunities
- The ability of a training provider to partner with employers and to provide job placement services
- Drop-out rate/completion rate of the training provider/program
- Training provider's compliance, or lack thereof, with federal disability and accessibility laws
- Quality of the credential offered
- Level of demand for related occupations within the region
- Availability of similar training programs within a reasonable commuting distance.

GST Michigan Works! may consider local economic conditions and the demographic characteristics of students served by a training provider when reviewing and approving applications for continued eligibility. We may also take additional aspects of the training program into consideration, including the number of students who participated in the training program, local economic conditions, or other circumstances presented by the training provider. GST Michigan Works! Has staff designated to review all programs for approval or denial.

GST Michigan Works! reserves the right to make exceptions to the Minimum Performance Standards requirement if a training program fails to meet or lacks documentation for at least one of the minimum performance standards. The GST Michigan Works! will refer to the availability of jobs in the Lightcast Talent Attraction Occupation Report, which looks at real-time job opportunities from our region. This data drives GST's In-Demand list of approvable occupations. Our In-Demand list is reviewed yearly and approved by our Workforce Development Board. The Workforce Board will have the final decision about which occupational trainings we will sponsor.

Training providers that are not approved or renewed for placement on the MiTC have the right to appeal the MWA's decision within 30 working days from the date of the denial, following the WD Grievance and Complaint Policy in effect at the time of denial of initial eligibility.

Payments
No payments will be made to a training provider that is not listed on MiTC at the training start date. If payment has been issued to the training provider prior to training start date and the provider is no longer listed on MiTC, then GST Michigan Works! will ask for a full return of any expenses that have been paid to the training provider via the Individual Training Account.

Deeming Providers Ineligible (Removal from MITC)
Before deeming a provider ineligible for a justifiable reason as outlined in the MiTC Policy Manual, GST Michigan Works! will engage in an objective investigation of the circumstances surrounding the possible removal. The investigation will be documented and presented to GST's Executive Director to make a final decision. If deemed grounds for removal, GST will follow the procedure of:

- Request approval of removal from the LEO-WD by submitting the results of the investigation to the LEO-WD via email at MiTC@michigan.gov;
- Non-concurrence from LEO-WD will be documented in the file Michigan Training Connect
- With concurrence, GST Michigan Works! Will notify the training provider in writing. The notification will include the rationale and the right to appeal the MWA's decision within 30 working days from the date of the denial, following GST's Grievance and Complaint Procedure.

In addition, if the LEO-WD finds a training provider ineligible but GST Michigan Works! can justify their initial or continued eligibility, GST Michigan Works MITC designated representative will send an email to MiTC@michigan.gov requesting reinstatement of eligibility.

Approval Documentation
GST Michigan Works! will maintain electronic documentation of training providers applications and any pertinent information regarding the approval process.

Equal Opportunity and Nondiscrimination Requirements
All ETPs are subject to the equal opportunity and nondiscrimination requirements contained in Section 188 of the WIOA.

ACTION:
GST Michigan Works! Service Providers shall take the appropriate actions necessary to ensure all participants and their files meet all the directives of this policy issuance. Service Provider officials shall ensure the information contained in this policy is disseminated to all appropriate staff.

INQUIRES:
Questions regarding this policy issuance should be directed to Program Managers at 810-233-5974 Ext 102 or 989-635-3561 Ext 230.

SIGNED: Jody Kerbyson — 5-1-2026

Jody Kerbyson, CEO — Date