

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
AND
THE MICHIGAN DEPARTMENT OF CORRECTIONS**

Purpose

This Memorandum of Understanding (Agreement) is entered into between the Department of Licensing and Regulatory Affairs (LARA) and the Michigan Department of Corrections (MDOC) to establish responsibilities and procedures for assisting former offenders in meeting initial licensure requirements for occupations regulated by LARA.

The primary objective of this Agreement is to establish processes for former offenders to obtain the necessary education, training and licensure to enter occupations regulated by LARA. The goals of this Agreement are increasing employment in licensed occupations for individuals with felony records and rehabilitating former offenders to productive members of society.

Period of Agreement

This Agreement supersedes any prior agreement between the parties and is effective from the date last signed below through September 31, 2020, and it may be renewed annually thereafter.

Work Statement of Each Party

MDOC shall:

1. Offer Career and Technical Education (CTE) programs chosen by MDOC that meet the statutory requirements for potential licensure regulated by LARA.
2. If applicable, secure appropriate licensure for MDOC, MDOC instructional staff, and MDOC contractors, to provide training in a licensed occupation (including, but not limited to, a barber, a cosmetology, or a skilled trade license).
3. Utilize screening criteria for former offenders to ensure that program participants have the aptitude and interest to seek employment in a licensed occupation, that employment opportunities in that occupation may be available in the region to which they intend to return, and that the former offenders can serve the public in a fair, honest, and open manner.
4. Ensure that former offenders chosen for one of these programs have the opportunity to complete the full, required curriculum for licensure, including as much practical training as possible that can be completed while incarcerated before release if they remain eligible, as prescribed in paragraph 3 above, for the program.
5. Work with Offender Success Administrative Agencies, MichiganWorks!, employers and other agencies to secure for former offenders who have completed the training while incarcerated any necessary practical training opportunities post-release to complete the requirements for licensure.
6. Establish a process for confirming former offender CTE participation and completion. If requested by LARA during the former offender license application review process,

MDOC shall provide to LARA confirmation of former offender CTE participation and completion.

7. Establish processes for allowing former offenders who have completed their curriculum and practical training hours while incarcerated before release to seek licensure, including completing any testing.
8. Maintain accurate records for each former offender for any licensure requirement, including but not limited to classroom study time and hours or practical training.
9. Provide former offenders with documentation of their CTE completion, including any records required to be submitted when seeking licensure for their occupation.
10. Maintain a copy of all documents provided to a former offender that may be supplied, upon request, directly to LARA or to the former offender.
11. Provide written assurance, which may include, but is not limited to, an attestation or verification form to LARA that a former offender who qualified for and completed an MDOC CTE program has demonstrated the propensity to serve the public, in a fair, honest, and open manner in the field in which the former offender intends to apply for licensure.

LARA shall:

1. Assist MDOC with ensuring that its programs are properly licensed and meet the statutory requirements to allow for former offenders to seek licensure while incarcerated or upon release.
2. Review licensure applications submitted by former offenders that have completed an MDOC CTE program.
3. Consider the written assurance of MDOC as specified in paragraph 11 above as a rebuttable presumption of "good moral character" for licensure purposes absent a new, disqualifying offense post-release.
4. Make every effort to establish processes for allowing former offenders who have completed their curriculum and practical training hours while incarcerated before release to obtain licensure, including completing any testing.
5. Contact the MDOC with any questions related to program completion or former offender conduct during the licensure process.

Amount & Source of Financing

There is no exchange of funds as part of this Agreement.

Mutual Agreements

1. This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed or exist to bind any of the parties.
2. Either party may terminate this Agreement at any time by giving thirty (30) days written notice to the other party. For any termination notice that occurs in the middle of a CTE program semester, it is understood that every reasonable effort must be made to complete courses that have already begun to ensure former offenders can complete their coursework.

3. No amendment or modification to this Agreement shall be effective unless the same is in writing and signed by the LARA director and MDOC director or their designee.
4. This Agreement is governed by the laws of the state of Michigan.

Notice and Approvals

Any notice to the other party required by this Agreement shall be submitted in writing by personal delivery with signed delivery receipt, or by certified registered mail return receipt requested. Unless either party notifies the other in writing of a different delivery address, notice to the parties shall be transmitted as indicated below:

To MDOC:

Kyle Kaminski, Offender Success Administrator
Offender Success Administration
206 East Michigan Avenue
Lansing, MI 48933

To LARA:


Kim Gaedeke, Chief Deputy Director
Department of Licensing and Regulatory Affairs
611 W. Ottawa, 4th Floor
Lansing, MI 48933

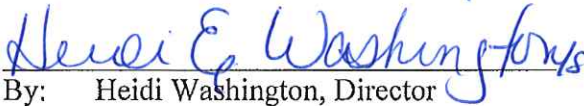
Department of Licensing and Regulatory Affairs

Michigan Department of Corrections

Dated on this 22nd day of May, 2019

Dated on this 22nd day of May, 2019


By: Orlene Hawks, Director


By: Heidi Washington, Director