FY21 Application Guide for Employers

Going PRO Talent Fund (Talent Fund)

Work-Based Learning On-Line Management System (WBLOMS)

11/02/2020

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Contents

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 in order to assist in training, developing, and retaining current and newly hired employees.

In order to submit an application through this website, you must be pre-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 will be able to 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.

It is recommended that you contact your local MWA before proceeding. You may log in to WBLOMS before contacting your local 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 (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.

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 you or someone at your place of business has previously applied to Talent Fund through WBLOMS, if a new WBLOMS account is created, by default any existing previous or current year applications and authorization requests will not be immediately visible from 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 a previously submitted 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.

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.

Register New User **Step 1**

First Name

Middle Initial

Last Name

Suffix

Email Address (Login ID)

Confirm Email

Phone Number

Password ⓘ

Confirm Password

Select Question 1

▾

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

▾

Answer 3

Step 4

Cancel   Submit

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 must 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, during the password reset process WBLOMS will send an email containing a security code to the email address associated with this account. Please wait for the security code arrive before requesting a new security code.

Step 1
Click the "Trouble Logging In?" button.

Sign In

User ID

Password

1
Trouble logging in?   Sign 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

3
Cancel   Reset Password

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 Secure Token that was sent via email. Please wait for security token to arrive before requesting a new one. The security token lasts for 30 minutes.

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

Cancel   Reset Password

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.

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.

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.

The application period closes on October 2, 2019. After 5:00 p.m. Eastern Time, employers will not be able to submit their application.

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	MWAName	Status Date	
383192749	Lansing AEC	Independent	Submitted	Capital Area Michigan Works	9/10/19	View

New Authorization Request   View All

Applications

Reference#	FEIN	Application Type	Status	MWAName	Modified	
20-00179	383155546	Independent	Submitted to WDA	Oakland County	9/10/19	View

Authorization Request for Independent Application

An MWA will need to grant you 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 follow the steps in this section paying close attention to Step 7.

Step 1
Click on "New Authorization Request."

Step 2
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.

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 ⑦

| 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 **SMALL**EY-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.

Employer   FEIN ⑦

| 111222333 : Example Company : Example Company Nar | | 111222333 |

Doing Business As ⑦

| Example Company Name to Appear on Awards List |

Step 4

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

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. If possible, contact your MWA as they may 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. If you have previously requested authorization for this site, you must select the correct site from the available drop down list rather than manually typing in this information. When you select the correct site as detailed above in Step 6, the address for this site will automatically populate and you will not be able to edit these details.

Street Address Line 1

1234 Allegan St

Street Address Line 2

ZIP Code

48912

County

Ingham County

City

Lansing

State

Michigan

Step 7

If you are the first person from your company to request authorization to submit an application for this application period, select "New". If someone from your company has already submitted a request for authorization and an application exists that you wish to edit, select "Existing". Additionally, select "Existing" if you are using a new WBLOMS account and would like to connect to an existing application from an earlier award cycle. To connect to a current application or an application from a previous application period, you will need to verify that the site details (Employer Name, FEIN, Site Name, Address) have been selected from the drop down menus rather than keyed in manually. These site details will need to be identical to the site details previously used.

If you are the first person from your company to request authorization to submit an application for this application period and you submit a "New" authorization request, once approved by the MWA, you will be able to start a new FY21 application. You will also have access to any previous award cycle applications attached to the site indicated in your authorization request.

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 representative from your MWA to submit a Talent Fund application, enter their contact info here. If you are unsure of their contact info, enter any relevant information in the notes section.

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

Cancel   Submit

Begin an Application

In order to begin an application, you must first submit an authorization request as detailed in the Authorization Request for Independent Application section. There are two types of authorization requests "New" and "Existing" as described in the aforementioned section. Please notice the Request Type in the screenshot below.

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	MWAName	Status Date	
			Step 1			Step 2
111222333	Example Company - Lansing Location	Independent	Approved	Capital Area Michigan Works!	10-26-2020 1:12 PM	Start Application
						View
380677845	Lansing	Existing	Approved	Capital Area Michigan Works!	10-21-2020 10:26 AM	View

New Authorization Request   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 will only ever be able to view 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."

Step 3
Click the button to certify that you agree to the terms and conditions. Click Continue.

Editing Application

At any time, you may exit your application and return later to finish. Be sure to save any information before exiting.

Applications

Reference#	FEIN	Site Name	Application Type	Status	MWAName	Modified	
21-01669	111222333	Example Company - Lansing Location	Independent	New	Capital Area Michigan Works!	10-26-2020 1:23 PM	Step 3 Edit View

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

Step 2
Enter how many years the company has been in business.

Primary NAICS **Step1**

Type NAICS Title or Code for search

Years in business

100 **Step 2**

11 : Agriculture, Forestry, Fishing and Hunting

111 : Crop Production

1111 : Oilseed and Grain Farming

11111 : Soybean Farming

111110 : Soybean Farming

11112 : Oilseed (except Soybean) Farming

111120 : Oilseed (except Soybean) Farming

11113 : Dry Pea and Bean Farming

111130 : Dry Pea and Bean Farming

11114 : Wheat Farming

ct Secondary Business Cluster

Select Secondary Business Cluster:

nt/site/facility/location)

Step 3

Select the Primary Business Cluster that the proposed training supports. Select a Secondary Business Cluster, if appropriate.

Step 4

Enter an Employer Website, if applicable.

Step 5

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

Step 6

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

Step 7

Click "Save and Continue."

Tax Obligations Section

Step 1

Enter Sales Tax License number, if applicable.

Step 2

Answer the Yes or No question.

Step 3

Click "Save and Continue."

Michigan Tax Obligations

Sales Tax License, if applicable   **Step 1**

Is the employer current on all state of Michigan tax obligations?

○ Yes   ○ No   **Step 2**

Step 3

[Save]   [Save and Continue]

Contacts Section

Step 1

Enter information for all required fields for primary and alternate 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."

Add Primary Contact

First Name   **Step 1**   Middle Initial

Last Name   Title

Phone Number   Extension

Email

Step 2   [Save]   [Save and Continue]

Rationale for Request Section

Step 1 (Introduction)

Enter text including a description of the employer. You must enter your entire introduction in the provided text box. You may copy and paste into the text box using the following keyboard commands: CTR + C to copy then CTRL + V to paste.

Narrative must be explained below in its entirety. Do not only attach a separate document with the narrative.

Rationale For Request

Introduction

A statement that includes a description about the employer and could include a brief history, footprint in county/region/state of Michigan, as well as products and/or services provided by the Company.

Provide introduction:

File   Edit   View   Insert   Format   Tools   Table

Step 1

Step 2

Attach supporting documents, as necessary. Supporting documents for this section are optional. Be sure to clearly state all required information in the text box as described in Step 1. Do not rely on attachments to present your introduction. Attachments are intended to supplement the information presented in the text box. If you choose to attach supporting documents, please define the documents in the text box and provide any necessary context in writing. For example, if you choose to attach a .pdf file containing images of your company and the product you produce, please describe the images in your written response. All attachments should be referenced in your written response entered in the text box.

Step 3

Click "Save and Continue."

Attachments Section

Please attach any documents to support employer/company history, footprint in the region and products and/or services provided by the company.

Step 2   Click to browse
Or Drag & Drop to upload your file
Note: Please note that the acceptable file formats are docx, doc, and pdf.

Step 3

Save   Save and Continue

Step 4 (Business Case)

Enter text explaining why training is needed. This is your opportunity to share the training, placement, and/or retention needs; galvanizing issue(s), and the anticipated impact to the company and/or employees. You must enter your entire business case in the provided text box. You may copy and paste into the text box using the following keyboard commands: CTR + C to copy then CTRL + V to paste.

Narrative must be explained below in its entirety. Do not only attach a separate document with the narrative.

Business case and description of need could include:

- Business expansion
- COVID-19 impact
- Significant recent capital investment
- At risk of losing business or contracts
- New or upgraded certifications are required to obtain new business
- New equipment
- New processes
- Unable to find talent with the skills needed; describe steps that have been taken to fill the need
- Skills and/or talent gap due to retirements, promotions, career laddering
- Diversification of product(s)

Business Case

This is your opportunity to share the training, placement, and/or retention needs; galvanizing issue(s), and the anticipated impact to your company and/or your employees.

Business case and description of need could include:
- COVID-19 impact
- Business expansion
- Significant recent capital investment
- At risk of losing business or contracts
- New or upgraded certifications are required to obtain new business
- New equipment
- New processes
- Unable to find talent with the skills needed; describe steps that have been taken to fill the need
- Skills and/or talent gap due to retirements, promotions, career laddering
- Diversification of product(s)

Narrative must be explained below in its entirety. Do not simply attach a separate document with the narrative.

| File | Edit | View | Insert | Format | Tools | Table |

Step 5

Attach supporting documents, as necessary. Supporting documents for this section are optional. Be sure to clearly state all required information in the text box as described in Step 1. Do not rely on attachments to present your business case. Attachments are intended to supplement the information presented in the text box. If you choose to attach supporting documents, please define the documents in the text box and provide any necessary context in writing. For example, if you choose to attach a .pdf file containing images of your company and the product you produce, please describe the images in your written response. All attachments should be referenced in your written response entered in the text box.

Step 6
Click "Save and Continue."

Please attach a document explaining the Business Case Rationale

Step 5   Click to browse
Or Drag & Drop to upload your file
Note: Please note that the acceptable file formats are docx, doc, and pdf.

Step 6

Save   Save and Continue

Training Needed Section

An explanation of types of training and how each training ties into the need. Include linkages (where applicable) to filling high growth job openings, upgrading incumbent worker skills, establishing career pathways, talent pipeline management activities, and establishing industry skill standards. Include name of training, description of training and how it will benefit employer/employees, as well as the anticipated results of training. This is particularly relevant in the consideration of leadership, management, on-line, process improvement, project management, and safety training (refer to the Eligible/Ineligible Training Guidance). You must enter your entire explanation of training needed in the provided text box. You may copy and paste into the text box using the following keyboard commands: CTR + C to copy then CTRL + V to paste.

Narrative must be explained below in its entirety. Do not only attach a separate document with the narrative.

Attach additional supporting documentation as necessary (e.g. leadership or sales course curriculum).

Step 1 (Training Needed)
Enter an explanation of the types of training and how each training ties to the need. You must enter your entire explanation of training needed in the provided text box. You may copy and paste into the text box using the following keyboard commands: CTR + C to copy then CTRL + V to paste.

Step 2
Attach supporting documents, as necessary. Some supporting documentation including but not limited to official course descriptions or course syllabi may be required depending on the type of training selected. Be sure to clearly state all required information in the text box as described in Step 1. Do not rely on attachments to present your explanation of training needed. Attachments are intended to supplement the information presented in the text box. If you choose to attach supporting documents, please define the documents in the text box and provide any necessary context in writing. For example, if you choose to attach a description of a training course, please include the description in your written response. All attachments should be referenced in your written response entered in the text box.

Training Needed

An explanation of types of training and how each training ties in to the need. Include name of training, description of training and how specific training will benefit employer/employees, as well as the anticipated results of training.

Please attach a document explaining the Training Needed Rationale

Step 2   Click to browse
Or Drag & Drop to upload your file
Note: Please note that the acceptable file formats are docx, doc, and pdf.

Step 3
Click "Save and Continue."

Step 4 (Training Information)
Select the date training will begin. 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. You will be required to enter the Start Date associated with each course while completing the Training Plan Details section of WBLOMS.

Step 5
Select the date training will end. 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. You will be required to enter the End Date associated with each course while completing the Training Plan Details section of WBLOMS.

Step 6
Click "Save and Continue."

Training Information

Enter the dates that the Going PRO Talent Fund-funded training will begin AND end. **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.**

Step 4
Date training will begin

| yyyy-mm-dd | 🔲 |

Step 5
Date all training will end

| yyyy-mm-dd | 🔲 |

Step 6

| Save | Save and Continue |

Training Plan

In the following sections you will create the Training Providers, Training Courses, Current Employees, New Hires, and Employer Contribution. 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, you will be able to download a PDF copy of the application. Please note, the downloadable training plan and PDF of the application do not interact with WBLOMS in any way once they are downloaded. In other words, once you download the Excel of the training plan, 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 before you will be able to create training courses or assign employees to a course.

To add a College or University, Community College, Private/Proprietary Training Institution, Union/Joint Apprenticeship Training Council, Vendor, or Other Training Provider, follow steps 1 through 8.

To add an OJT Provider for standard OJT or USDOL Registered Apprenticeship OJT follow steps 9 through 11.

Step 1
Select Type of Training Provider. To add an OJT Provider skip to step 9

Type of Training Provider

| Select Type of Training Provider: | ✓ |

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

Step 2
Enter Training Provider Name.

Step 3
Select which type of credential will be received by employee at completion. Please note selecting "Other" will require additional information to be entered.

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

Step 4
Enter Training Provider City.

Step 5
Enter Training Provider State.

Step 6
Select where training is being delivered.

Step 7
Click "Add Training Provider".

Training Provider Information

Type of Training Provider   Step 1

Select Type of Training Provider: ⌄

Training Provider Name   Step 2

Credential Earned Upon Course Completion   Step3

Select Credential Earned Upon Course Completion: ⌄

Training Provider Located City   Step 4   Training Provider Located State   Step 5

		Select Training Provider Located State ⌄

Where training is being delivered   Step 6

| Select Where training is being deliver ⌄ | Step 7
| --- |

Cancel	Add Training Provider

Step 8
Click "Save."

Step 9
Select Type of Training Provider (On-the-Job Training (OJT)). You will notice all other fields will automatically fill with the employer's information.

Type of Training Provider

Select Type of Training Provider:	⌄

Select Type of Training Provider:
College or University
Community College
Employer On The Job Training (OJT)
Private/Proprietary Training Institution
Union/Joint Apprenticeship Training Council (JATC)
Vendor
Other

Training Provider Information

Type of Training Provider

On The Job Training (OJT)	▾

Training Provider Name

Lansing (OJT)

Training Provider Located City	Training Provider Located State
Lansing	Michigan ▾

Where training is being delivered

OnSite	▾

Add Training Provider

Save   **Save and Continue**

Step 10
Click "Add Training Provider". Please note, you may only ever create one OJT Provider. After you create the OJT Provider you will not have the option on the dropdown to select OJT. 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
Union/Joint Apprenticeship Training Council (JATC)
Vendor
Other

Step 11
Repeat Steps 1 through 8 until all training providers have been added.

Step 12
You may edit a training provider by scrolling down and clicking "Edit" next to a provider. You may delete a provider by clicking "Remove". Clicking "Remove" will delete any courses associated with that provider.

Step 13
Click "Save and Continue".

Example College
College or University
College Credit
Lansing, MI · Online

Step 12
edit   remove

Step 13

Save   Save and Continue

Training Plan Details

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

Each type of course will be detailed separately in this guide. To create Classroom/Customized Training follow steps 1 through 8

To create USDOL Registered Apprenticeship – Classroom Training follow steps 9 through 17

To create OJT follow steps 18 through 23

To create USDOL Registered Apprenticeship – OJT follow steps 24 through 30

To edit a training course or OJT follow steps 32 through

Training Plan Details

Training Provider

Select Training Provider: ⌄

Training Course Name

Training Type

Select Training Type: ⌄

Start Date ⑦   End Date

yyyy-mm-dd 📅   yyyy-mm-dd 📅

Training Cost Per Person ⑦

Cancel   Add Training Course

Save   Save and Continue

Step 1 - Creating Classroom/Customized Training
Select previously entered 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 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
Enter the Start Date. Click the "calendar" to select a date.

Step 5
Enter the End Date. Click the "calendar" to select a date.

Step 6
Enter the Training Cost Per Person. Enter the total cost of the course per person. If you choose to enter an amount that is less than the actual cost of the course in order to leverage a greater

cash contribution, make sure to reflect this later in the Employer Contribution section in the "Other" category.

Step 7
Click "Add Training Course"

Step 8
Repeat Steps 1 through 7 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 9 - Creating USDOL Registered Apprenticeship – Classroom Training
Select previously entered 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 10
Enter the Training Course Name.

Step 11
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 12
Enter the Start Date. Click the "calendar" to select a date.

Step 13
Enter the End Date. Click the "calendar" to select a date.

Step 14
Enter the Training Cost Per Person. Enter the total cost of the course per person. If you choose to enter an amount that is less than the actual cost of the course in order to leverage a greater cash contribution, make sure to reflect this later in the Employer Contribution section in the "Other" category.

Step 15
Enter the type of apprenticeship program or position the training applies to. For example, Electrician.

Step 16
Click "Add Training Course"

Step 17

Repeat Steps 9 through 16 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.
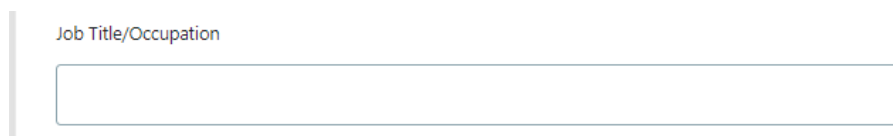
Step 18 - Creating OJT Training

Select previously entered OJT training provider from the drop down.

When you select the OJT Provider, the Start Date and End Date will automatically populate to reflect the selected dates in the Training Information Section

Step 19

Enter the Job Title / Occupation .

Job Title/Occupation

Step 20

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

Training Type

Select Training Type:

Select Training Type:
On The Job Training (OJT)
USDOL Registered Apprenticeship - OJT

Step 21

Enter the Training Hours.

Step 22

Click "Add Training Course"

Step 23

Repeat Steps 18 through 22 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 18 through 22.
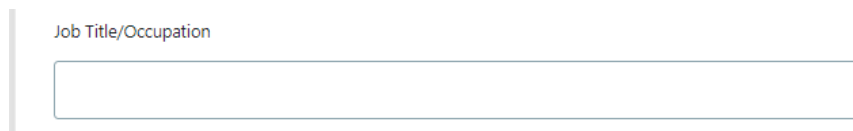
Step 24 - Creating USDOL Registered Apprenticeship – OJT Training

Select previously entered OJT training provider from the drop down.

When you select the OJT Provider, the Start Date and End Date will automatically populate to reflect the selected dates in the Training Information Section.
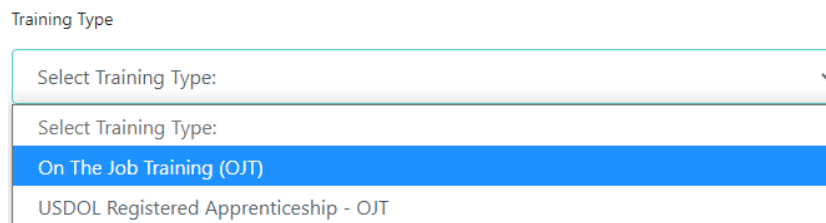
Step 25
Enter the Job Title / Occupation.
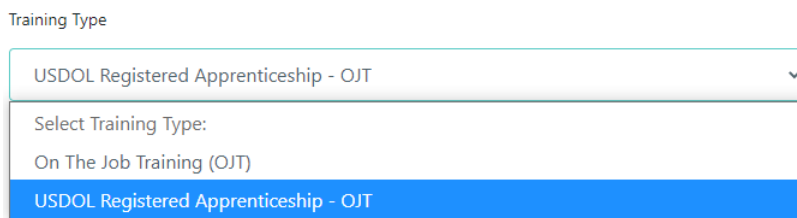
Job Title/Occupation

Step 26
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 27
Enter the Training Hours.

Step 28
Enter the type of Apprenticeship Program/Position.

Type of Apprenticeship Program/Position ⓘ

Step 29
Click "Add Training Course"

Step 30
Repeat Steps 24 through 29 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 24 through 29.

Step 31
Click "Save and Continue."

Step 32 – Editing a Training Course or OJT
At the bottom of the page next to a course click "Edit." Clicking "Remove" will delete the course.

Example Training Course
11-03-2020 - 12-16-2020
Test Example - College Credit
Classroom/Customized Training

Step 32

$200   edit   remove

Electrician
10-21-2020 - 12-17-2020
Live Example Test Site Company - City (OJT)
USDOL Registered Apprenticeship - OJT · Electrician

100 hrs   edit   remove

Save   Save and Continue

Step 33

Scroll to the top of the page. Notice the course details for the selected course are displayed.
Edit any course details.

Step 34

To cancel and in progress edit click "Cancel"

Step 35

Once edits are complete click "Save Training Course".

Current Employee Details

You can choose to upload an employee list. You can also add each employee individually. To enter multiple employees simultaneously follow Steps 2 through 8. To enter employees individually skip to Step 9.

Step 1 – Uploading a list of Current Employees

Follow these steps to upload a list of current employees. It is recommended that you have your employees' names and wages on hand during this process.

Current Employee Details

You can choose to upload an employee list or add each employee individually.

Upload Employee List

Please upload current employees list in a CSV file. You must enter "Yes" or "YES" in the "Apprentice?" field on the template if the current employee is an apprentice, otherwise the blank field will default to a non-apprentice. Note that if using your own template, the headings must exactly match the layout of the template provided.

Click to browse   **Step 8**
Or Drag & Drop to upload your file
Note: Please note that the acceptable file format is csv.

If any duplicate entries were uploaded intentionally and represent unique individuals, please remove and re-add the individuals with modified versions of the names (e.g. include a middle initial) to differentiate between the duplicates.

Step 2   **Step 9**

Download Template   View Employees

For any employees entered via upload of .csv file, scroll down to a course at the bottom of this page and click "add." Select any employees who will participate in that course, then click "Add Employees" to add your selection to the course.

Step 2

Click "Download Template". Please note, due to various device settings, some devices may download the file in an incorrect format. Please verify that the file has downloaded as a .csv file (Microsoft Excel Comma Separated Values File). If you are having difficulty you may attempt to use a different device. Your MWA representative can provide you with the template, if needed.

Step 3

Open the downloaded file in Excel. Do not change the content of the headers. You may change the width of the headers but do not make any other changes to the formatting. Do not add or remove columns. All cells should be the of the General type, not Currency, Date etc.

Step 4

Enter first name, last name, and hourly wage of each employee. Do not enter a dollar sign ($) in the cells containing wages. Do not change the type of cell to Currency. If you have two or more employees with identical names please give each employee a unique identifier such as a middle initial in the first name column.

Step 5

Indicate if each employee is an apprentice by entering "Yes" in the column titled "Apprentice?". To indicate an employee is an apprentice you may enter "YES" or "yes". Any other word entered in the "Apprentice? " column will not be recognized. There is no need to enter "No" if an employee is not an apprentice. Only indicate that someone is an apprentice if they are a first year apprentice who will be participating in USDOL Registered Apprenticeship OJT or Classroom Training. Please refer to the FY21 Talent Fund Employer Guide and your MWA representative for more information on who is considered a first year apprentice for the purposes of the Talent Fund. If you indicate an employee is an apprentice, they will be labeled as an apprentice in WBLOMS. Apprentices will need to be manually assigned to the appropriate courses just like any other current employee added this way.

Step 6

Save the file as a .csv. Be mindful that some computers default to saving the file as .txt.

Step 7

Return to Current Employee Details.

Step 8

Click to browse and select .csv file for upload or drag and drop file.

Step 9

Click "View Employees" to view employees and confirm employees have been entered. You can remove any names entered in error. To remove an employee select them from the list. Then click "Remove Employees"

Step 10

For any employees entered via upload of .csv file, scroll down to a course at bottom of the page and click "Add." Select any employees who will participate in that course, then click "Add Employees" to add your selection to the course.

Only add current employees who have been identified as first year USDOL Registered Apprentices to USDOL Registered Apprentice Classroom and OJT courses.

WBLOMS does not allow current employees to be added to a non USDOL Registered Apprenticeship OJT course.

To remove employees who have been assigned to a course, scroll down to a course at bottom of page and click "View" Select any employees who will not participate in that course, then click "Remove Employees" to remove your selection from the course.

To assign employees to a training course, click the add link next to the training course and select from the displayed employee list.

Electrician - 100 hrs   Step 10
10-21-2020 - 12-17-2020
Live Example Test Site Company - City (OJT) $0   add
USDOL Registered Apprenticeship - OJT   ·   Electrician
Current Employees: 0

Example Training Course - $200
11-03-2020 - 12-16-2020
Test Example - College Credit $0   add
Classroom/Customized Training
Current Employees: 0

Step 11 – Adding employees individually
Employees can be added individually.

Add Employee

Employee First Name   Step 12   Employee Last Name

Current Hourly Wage   Step 13   Apprentice?   Step 14
                                          ○ Yes ○ No

Select training course(s)   Step 15
☐ Example Training Course   ☐ Electrician

                                                         Select All

                            Step 16   Add Employee

Step 12
Enter Employee First Name. Enter Employee Last Name. If you have two or more employees with identical names, please give each employee a unique identifier such as a middle initial.

Step 13
Enter Current Hourly Wage.

Step 14
Select "Yes" if the employee is an apprentice. Select "No" if not.

Step 15
Select any courses the employee is receiving. Use Select all to select all available courses.

Only add current employees who have been identified as first year USDOL Registered Apprentices to USDOL Registered Apprentice Classroom training and OJT.

WBLOMS does not allow current employees to be added to a non USDOL Registered Apprenticeship OJT course.

Step 16
Click "Add Employee."

To remove employees who have been assigned to a course, scroll down to a course at bottom of page and click "View" Select any employees who will not participate in that course, then click "Remove Employees" to remove your selection from the course.

Step 17
Repeat Steps 11 through 16 until all employees are added.

Step 18
Click "Download Training Plan" to download an Excel file containing the information entered. The downloaded training plan will only show the Current Employee details. This downloaded training plan does not interact with WBLOMS in any way. All changes to the current employees and training courses must be made through WBLOMS as described in this guide. To download a complete Training Plan containing both current employees and new hires (if applicable), first complete all sections of the application. Then click "Download Training Plan" on the left side of the screen or in the Funding Request and Employer Contribution section.

Step 19
Click "Save and Continue."

New Hire Details

You can choose to upload a list of new hires. You can also add each new hire individually. To enter multiple new hires simultaneously follow Steps 2 through 8. To enter new hires individually skip to Step 9. Please note, because these new hires have not been hired at the time of writing your application, you will refer to the new hires by their position title rather than their first and last names.

New Hire Details

You can choose to upload a list of new hires or add each new hire individually.

Upload New Hires List

Please upload new hires list in a CSV file. You must enter "Yes" or "YES" in the "Apprentice?" field on the template if the new hire is an apprentice, otherwise the blank field will default to a non-apprentice. Note that if using your own template, the headings must exactly match the layout of the template provided.

| Step 8 |
| Click to browse |
| Or Drag & Drop to upload your file |
| Note: Please note that the acceptable file format is csv. |

| Step 2 | Download Template | Step 9 | View New Hires |

For any new hires entered via upload of .csv file, scroll down to a course at the bottom of this page and click "add." Select any new hires who will participate in that course, then click "Add New Hire" to add your selection to the course.

Step 1 – Uploading a list of New Hires

Follow these steps to upload a list of new hires. It is recommended that you have the position titles, number of each position, and hourly wages for all new hires on hand during this process.

Step 2

Click "Download Template". Please note, due to various device settings, some devices may download the file in an incorrect format. Please verify that the file has downloaded as a .csv file (Microsoft Excel Comma Separated Values File). If you are having difficulty you may attempt to use a different device. Your MWA representative can provide you with the template if needed.

Step 3

Open the downloaded file in Excel. Do not change the content of the headers. You may change the width of the headers but do not make any other changes to the formatting. Do not add or remove columns. All cells should be the of the General type, not Currency, Date etc.

Step 4

Enter position title, number of positions, and hourly wage of new hire employee. Do not enter a dollar sign ($) in the cells containing wages. Do not change the type of cell to Currency. If you have two or more new hire positions that are identical other than the hourly wage, please enter each position as a unique record.

For example, you intend to hire three welders and two plumbers for a total of five new hires. The welder positions each have different hourly wages, so they would be entered as three separate rows on the template each with a unique "PositionTitle". The plumber positions are identical and

would receive the same wage so they would be entered as a single row with "2" entered in the "#Positions" column. See image below.

PositionTitle	#Positions	HourlyWage	Apprentice?
Welder 1	1	20	
Welder 2	1	25	
Welder 3	1	30	
Plumber	2	25	Yes

Step 5

Indicate if each new hire is an apprentice by entering "Yes" in the column titled "Apprentice?". To indicate an employee is an apprentice you may enter "YES" or "yes". Any other word entered in the "Apprentice? " column will not be recognized. There is no need to enter "No" if an employee is not an apprentice. Only indicate that someone is an apprentice if they are a first year apprentice who will be participating in USDOL Registered Apprenticeship OJT or Classroom Training. Please refer to FY21 Talent Fund Employer Guide and your MWA representative for more information on who is considered a first year apprentice for the purposes of Talent Fund. If you indicate an new hire position is an apprentice, that position will be labeled as an apprentice in WBLOMS. Apprentices will need to be manually assigned to the appropriate courses just like any other new hire added this way.

New Hires

Select new hires

- [ ] Plumber -1 (Apprentice)
- [ ] Welder 1 -1
- [ ] Welder 3-1
- [ ] Plumber -2 (Apprentice)
- [ ] Welder 2-1

Step 6

Save the file as a .csv. Be mindful that some computers default to saving the file as .txt.

Step 7

Return to Current Employee Details.

Step 8

Click to browse and select .csv file for upload or drag and drop file.

✓ Application New Hires File Details saved successful.

Step 9

Click "View New Hires" to view new hires and confirm new hires have been entered. You can remove any new hires entered in error. To remove a new hire select them from the list. Then click "Remove New Hires".

New Hires   ×

Select new hires
☐ Plumber -1 (Apprentice)   ☐ Plumber -2 (Apprentice)
☐ Welder 1 -1   ☐ Welder 2-1
☐ Welder 3-1

[Select All]

[Remove New Hires] [Cancel]

Step 10

For any new hires entered via upload of .csv file, scroll down to a course at bottom of the page and click "Add." Select any new hires who will participate in that course, then click "Add New Hires" to add your selection to the course.

Only add new hires who have been identified as first year USDOL Registered Apprentices to USDOL Registered Apprentice Classroom and OJT courses.

Operator - 80 hrs
10-21-2020 - 12-17-2020
Live Example Test Site Company - City (OJT) $0   add
On The Job Training (OJT)
New Hires: 0

Test - $500
11-11-2020 - 12-16-2020
Test Example - College Credit $0   add
Classroom/Customized Training
New Hires: 0

To remove new hires who have been assigned to a course, scroll down to a course at bottom of page and click "View" Select any new hires who will not participate in that course, then click "Remove new hires" to remove your selection from the course.

Operator - 80 hrs
10-21-2020 - 12-17-2020
Live Example Test Site Company - City (OJT) $10,000   view   add
On The Job Training (OJT)
New Hires: 5

Test - $500
11-11-2020 - 12-16-2020
Test Example - College Credit $2,500   view   add
Classroom/Customized Training
New Hires: 5

Step 11 – Adding New Hires individually
New Hires can be added individually.

Add New Hire
Position/Job Title   Step 12   Number of Positions

Hourly Wage of Position   Step 13   Apprentice?   Step 14
                                        ○ Yes   ○ No

Select training course(s)   Step 15
☐ Example Training Course   ☐ Electrician

Select All

Step 16   **Add New Hire**

Step 12
Enter Position/Job Title. Enter number of Positions.

Step 13
Enter Hourly Wage of position. If you have two or more new hire positions that are identical other than the hourly wage, please enter each position as a unique record.

Step 14
Select "Yes" if the new hire is an apprentice. Select "No" if not.

Step 15
Select any courses the new hire is receiving. Use Select all to select all available courses.

Only add new hires who have been identified as first year USDOL Registered Apprentices to USDOL Registered Apprentice Classroom and OJT training.

Step 16
Click "Add New Hire".

To remove new hires who have been assigned to a course, scroll down to a course at bottom of page and click "View" Select any new hires who will not participate in that course, then click "Remove New Hires" to remove your selection from the course.

Step 17
Repeat Steps 11 through 16 until all new hires are added.

Step 18
Click "Download Training Plan" to download an Excel containing information entered. The Downloaded training plan will only show the New Hire details. This downloaded training plan does not interact with WBLOMS in any way. All changes to the new hires and training courses must be made through WBLOMS as described in this guide. To download a complete training plan containing both new hires and current employees (if applicable),first complete all sections of the application. Then click "Download Training Plan" on the left side of the screen or in the Funding Request and Employer Contribution section.

Step 19
Click "Save and Continue."

Funding Request and Employer Contribution

In this section, please provide funds that will be contributed. You must describe each contribution in the appropriate text box. You may attach a document below providing an explanation for each category of contribution entered (i.e., wages, travel). In the case where a lower Training Cost Per Person was requested in order to increase contribution (i.e., $1,000 for $1,500 training in the Training Plan section) be sure to record the employer contribution in the "Other" category and provide explanation in the corresponding the text box. Note that the first category does not require an explanation since it is auto populated from the Training Plan section. 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 previous sections.

Step 2
Total amount of Going PRO Talent Fund program funds being requested will be calculated based on information entered in previous sections.

Step 3 (Employer Contribution)
Total amount of excess training costs that will not be reimbursed will be automatically calculated. This amount equals = Total Cost of All Training - Total amount of Going PRO Talent Fund program funds being requested.

Training Cost

Total Cost of All Training **Step 1**

$ 0

Total amount of Going PRO Talent Fund program funds being requested **Step 2**

$ 0

Employer Contribution

Total amount of excess training costs that will not be reimbursed by award **Step 3**

$ 0

Step 4

Enter any additional Employer Contribution in the appropriate section(s).

Step 5

If funds will be contributed explain the contribution in the corresponding text box. You may upload supporting documentation.

Step 6

Click "Download Training Plan" to download a .csv file containing all training information.

Step 7

Click "Save and Continue."

Total projected employer contribution amount **Step 4**

$ 0

Please attach a document explaining the projected funds that will be contributed by the employer

Step 5   Click to browse
Or Drag & Drop to upload your file
Note: Please note that the acceptable file formats are docx, doc, and pdf.

**Step 6** Download Training Plan

Save   Save and Continue
Step 7

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.

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.
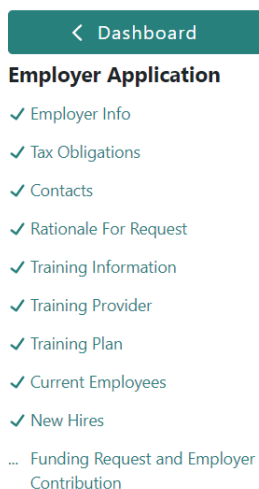
Step 2
Once all information has been verified as accurate, click "Submit Application." This will send the application to the MWA for review. If you cannot click "Submit Application" review the checklist on the left side of the screen to ensure all sections have been completed. Return to any incomplete sections where a green checkmark is not displayed.

Step 3
On the Employer Dashboard under the Applications section, notice the status of the application changed to "Submitted to MWA."

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

Dashboard   **Testing , Test** ▾

< Dashboard

Employer Application

✔ Employer Info
✔ Tax Obligations
✔ Contacts
✔ Rationale For Request
✔ Training Information
✔ Training Provider
✔ Training Plan
✔ Current Employees
✔ New Hires
✔ Funding Request and
    Employer Contribution
··· Review and Submit

Employer Contribution

In this section, please provide funds that will be contributed. You must attach a document below providing an explanation for each category of contribution entered (i.e., wages, travel). In the case where a lower Training Cost Per Person was requested in order to increase contribution (e.g. $1,000 for $1,500 training in the Training Plan section) be sure to provide explanation in the attachment. Note that the first category does not require an explanation since it is auto populated from the Training Plan section. Upon completion of training, revised contribution must be reported. Total amount of excess training costs that will not be reimbursed by award
$29,000

Travel costs for employees in Going PRO Talent Fund training
$0

Supportive services provided to employees in Going PRO Talent Fund training (Examples: tuition reimbursement, day care assistance, additional transportation assistance)
$0

Total projected employer contribution amount
$29,000

Projected wages of employees while in Going PRO Talent Fund training
$0

Cost of new equipment or software directly related to proposed training
$0

Other (Examples: overhead/administrative costs, lost productivity due to employee(s) attending training, cost of outside training facility)
$0

Edit

Step 3

Submit Application

10/30/20