MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY

WORKFORCE DEVELOPMENT

FY22 WBLOMS Employer Training Guide

Going PRO Talent Fund (Talent Fund)

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

9/23/2021

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

Going PRO Talent Fund (Talent Fund)

FY22 WBLOMS Employer Training Guide

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

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

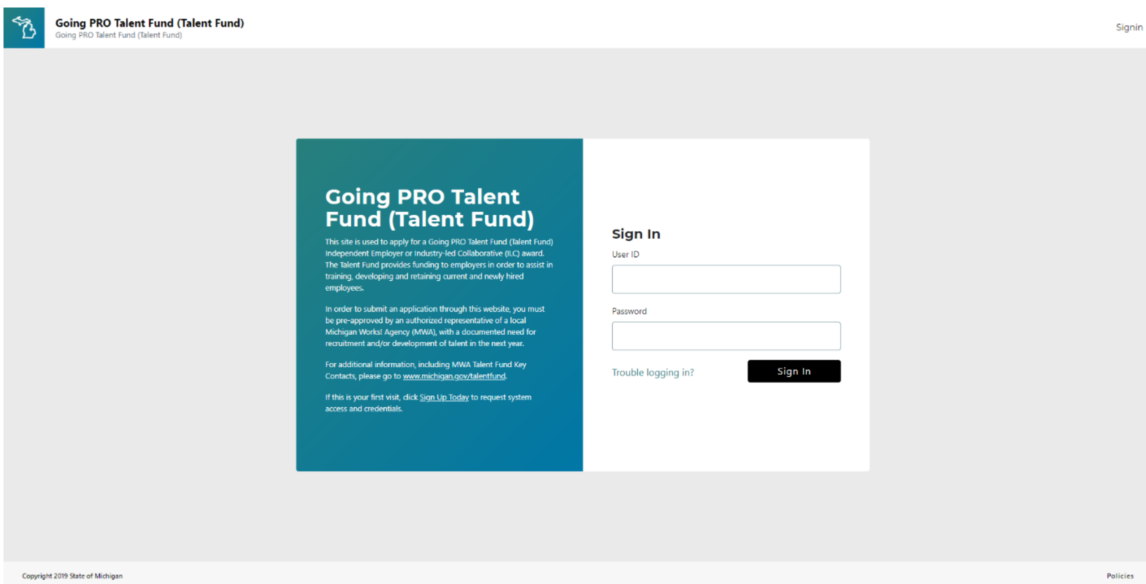
To get started, contact your local MWA to inquire about the authorization request and application. For additional information, including MWA Talent Fund Key Contacts, please go to www.michigan.gov/talentfund.

It is recommended that you contact your 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 (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

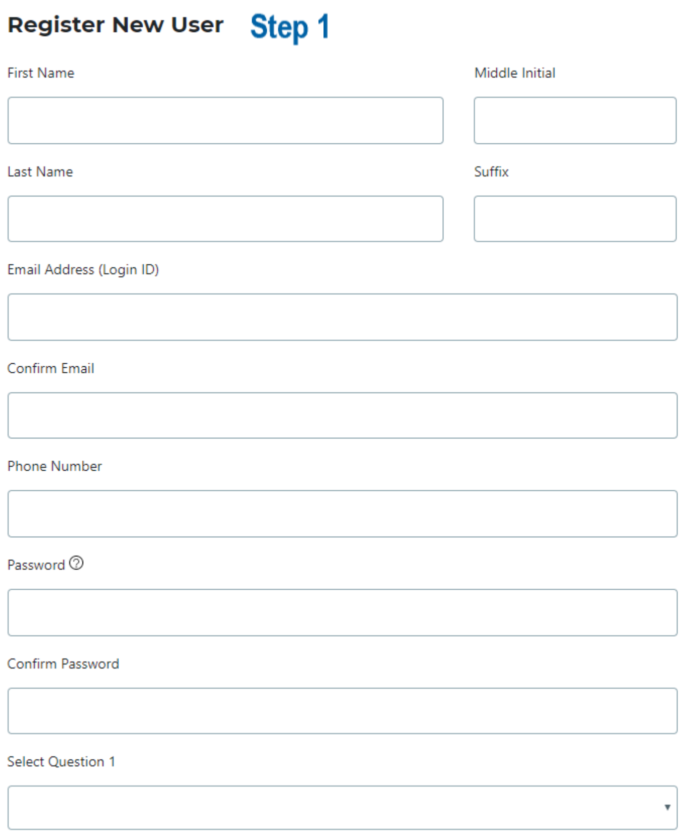
Launch the WBLOMS Going PRO Talent Fund website: https://app.wda.state.mi.us/WBL. **You must use the Chrome or Edge browser.**

Step 2

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

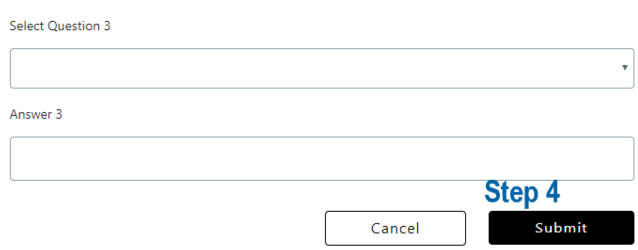
Step 3

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. The email address entered will be your User ID.



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.



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

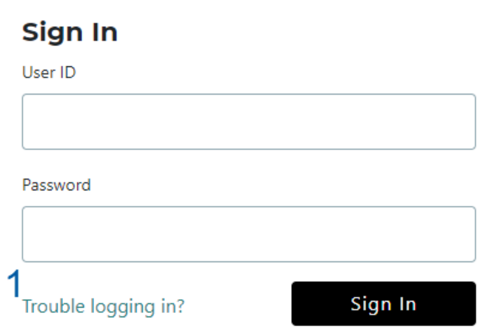
Sign In with your User ID and Password. If you have not previously created a WBLOMS account, you must Register as a New User to create a new User ID and Password. Alternatively, you may sign in using an existing PMTC account. To do so, enter your existing PMTC account associated email address as "User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

Forgot Password

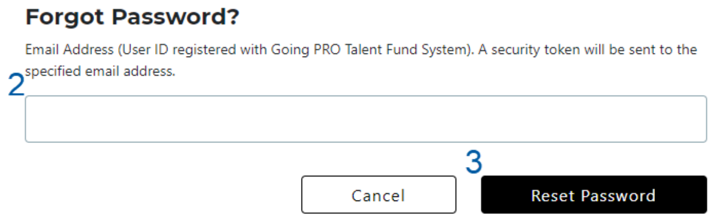
You may reset your password by following the instructions in this section. Please note if you reset a password for a PMTC account in WBLOMS, you will need to use the new password when logging in to PMTC. Additionally, WBLOMS will send an email containing a security code to the email address associated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

Step 1

Click the "Trouble Logging In?" button.



Step 2
Enter your Email Address that is associated with the account you are using.



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.

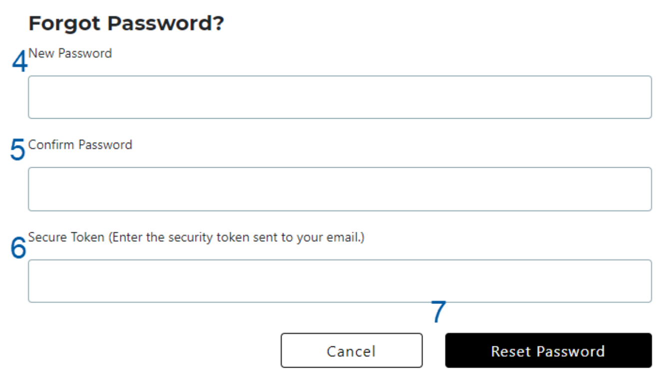
Step 4
Enter a new Password.

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. If a security token has not arrived check your spam folder.

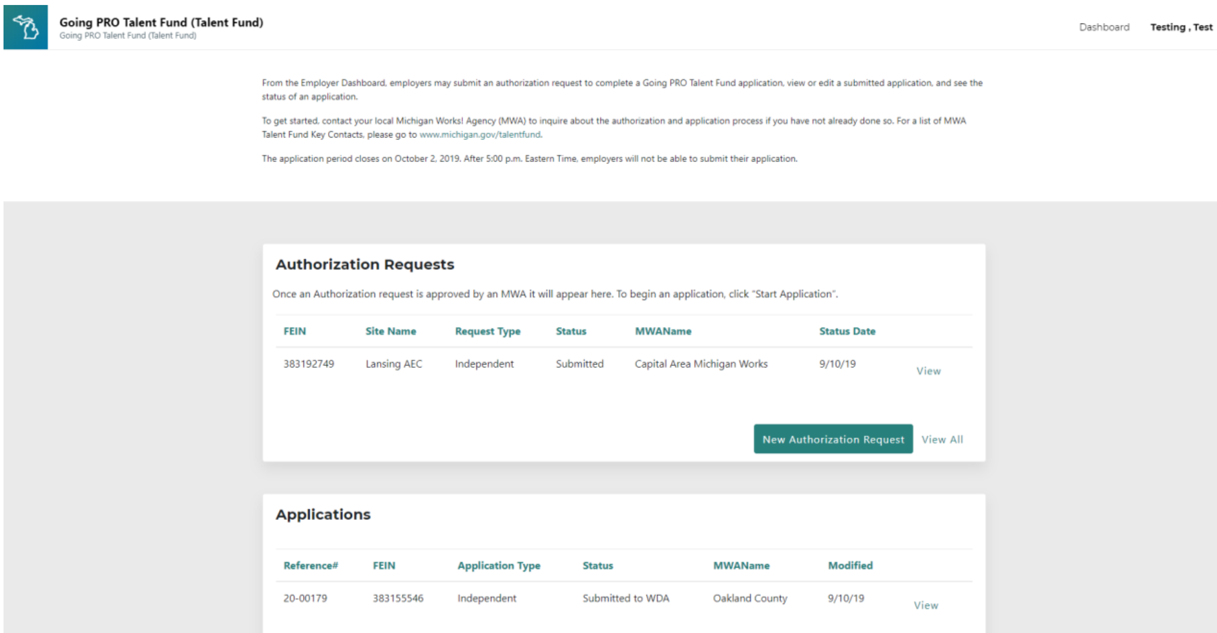
Step 7
Click “Reset Password”.

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



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.



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.

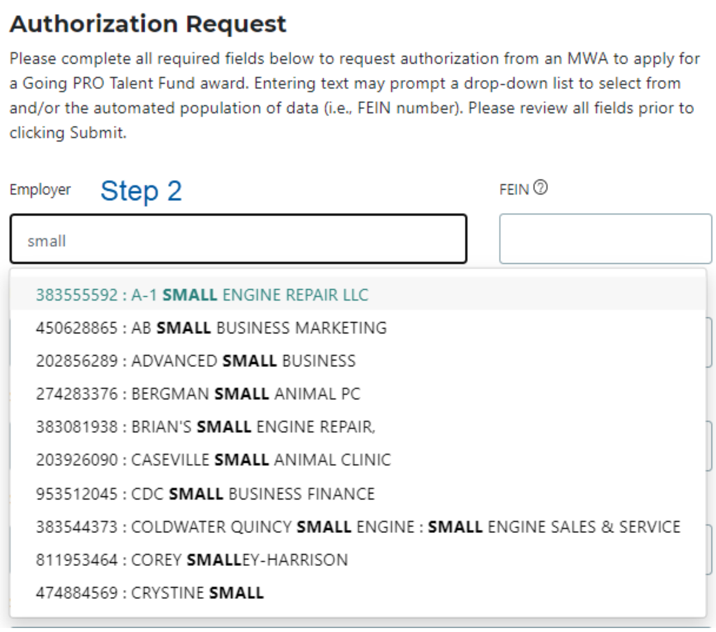
If you would like to connect a new WBLOMS account to an existing application, please see the next section titled "Authorization Request for an Existing Independent Application".

Step 1

Click on "New Authorization Request."

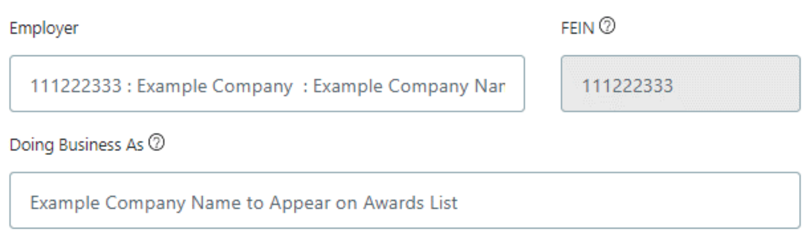
Step 2

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.



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.



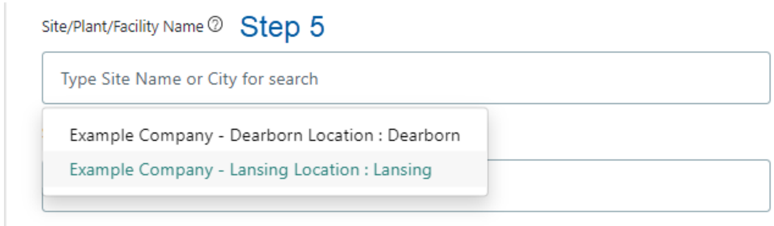
Step 4

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

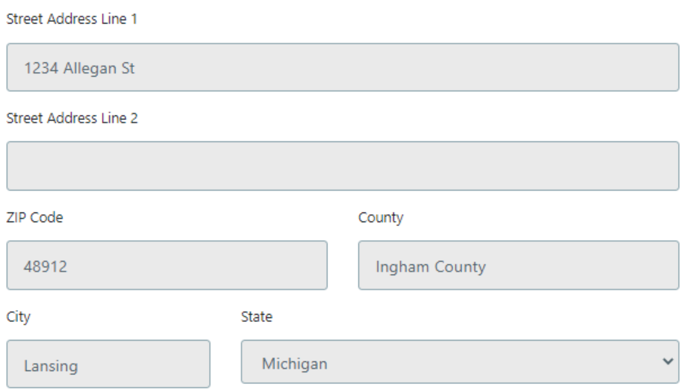
Enter the name of the specific site applying for an award. This name will be used to identify your company in WBLOMS. Please enter a name that clearly identifies your company and the site you are applying for. If possible, contact your MWA as they may have a desired naming convention. An example would 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.



Step 6

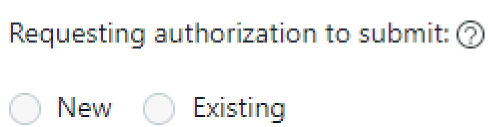
Enter the address of the site that is applying. If you have previously applied to Talent Fund through WBLOMS and would like to use the same site information, when you select the site as detailed in Step 5, the address for this site will automatically populate and you will not be able to edit these details.



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 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”.



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.

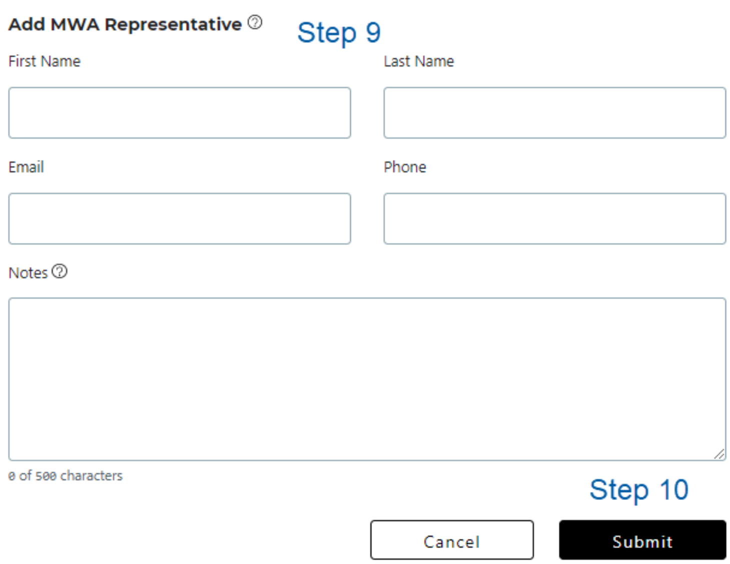
Step 9

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.



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 log in 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.

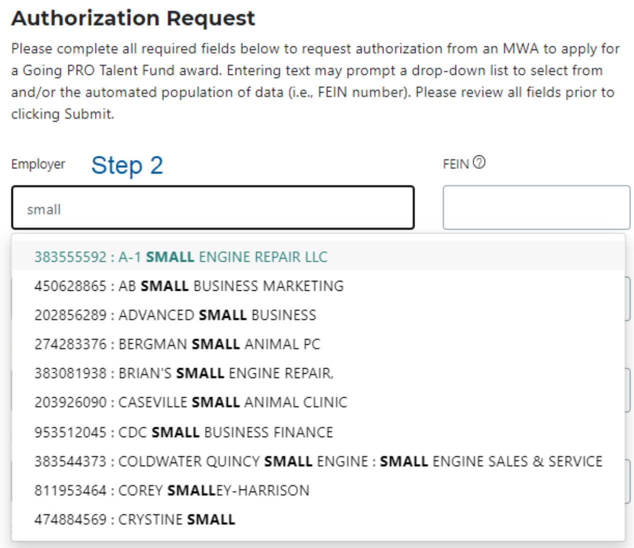
An MWA must grant permission to connect to an existing Talent Fund application in WBLOMS. To request permission to connect to an existing application, you must sign in to WBLOMS and submit an authorization request. Entering text may prompt a drop-down list to select from and/or the automated population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

Step 1

Click on “New Authorization Request.”

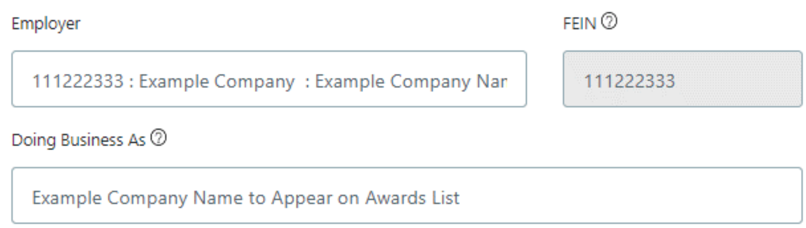
Step 2

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.



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.

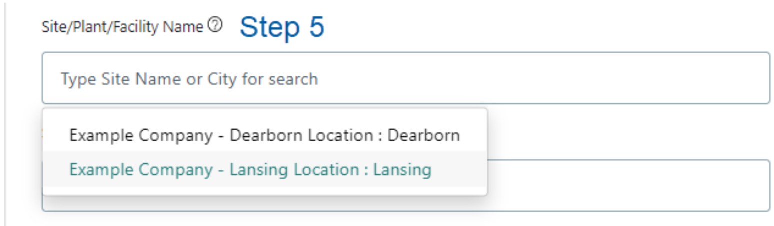


Step 4

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.

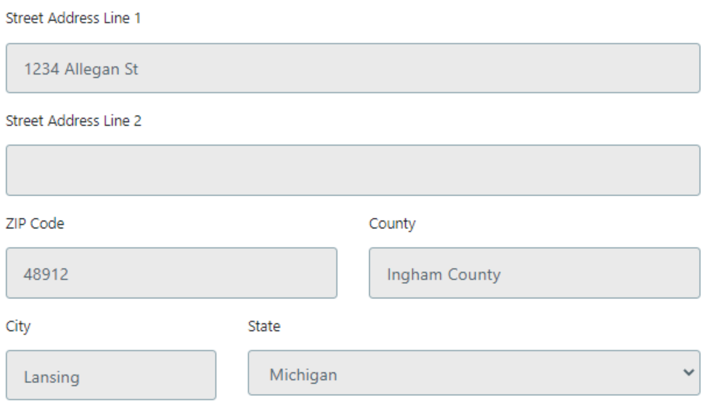
Step 5

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.



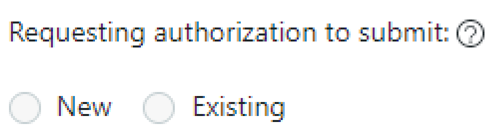
Step 6

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



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.



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.

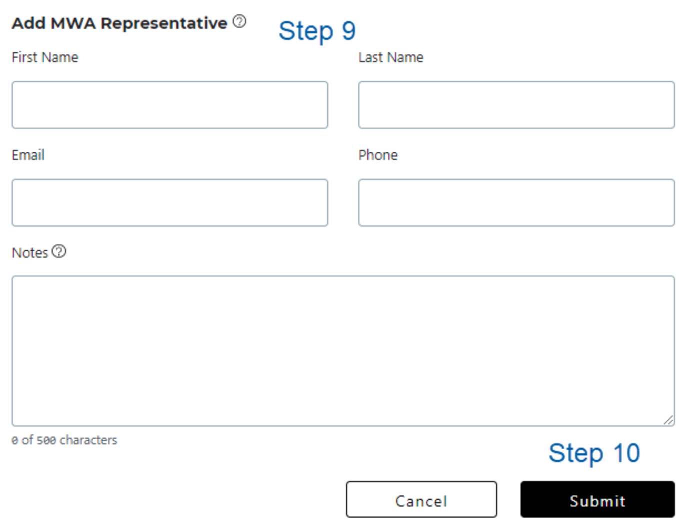
Step 9

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

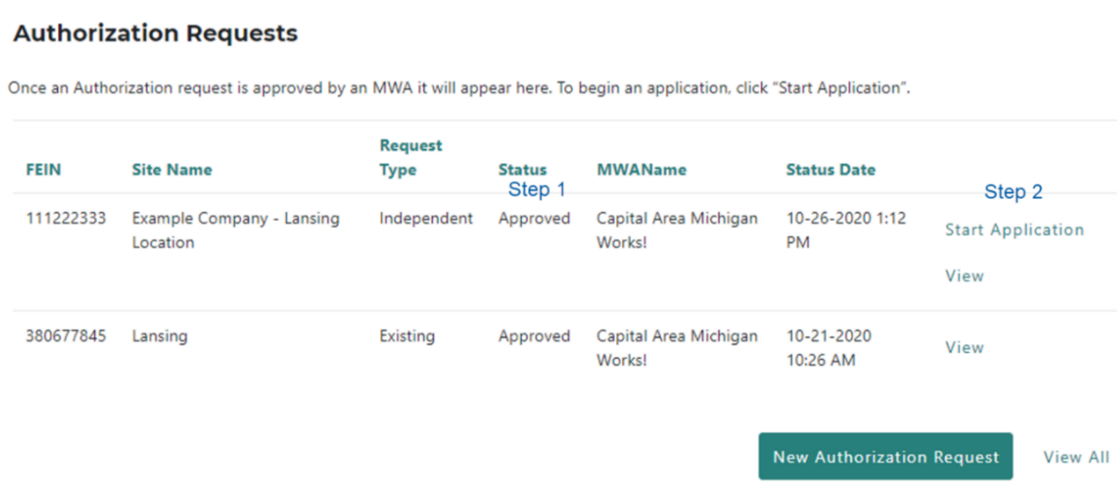
Click “Submit”.

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.



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.



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	
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

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.”

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

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	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.

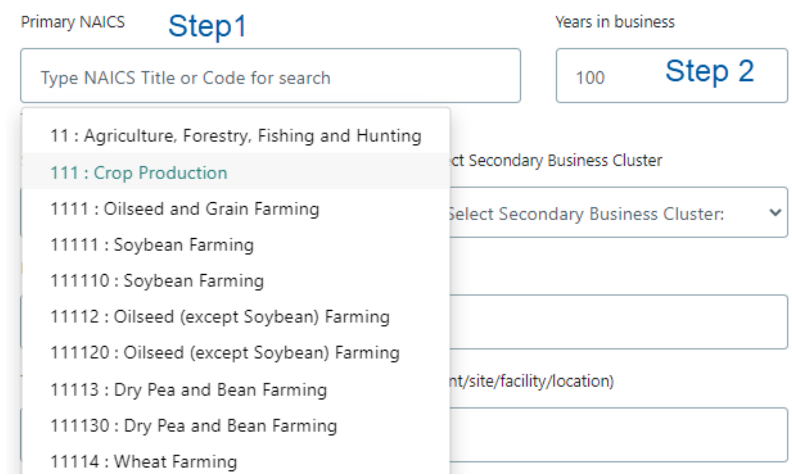
Step 2
Scroll down to "Applications" section. Applications will be displayed here.

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 slowly type a drop-down menu will appear. Select code from the list.

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



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

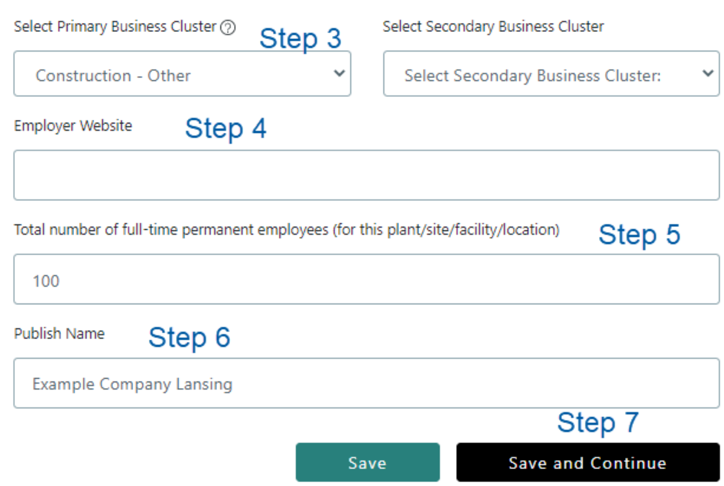
Enter the total number of full-time permanent employees in the company at this location.

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."



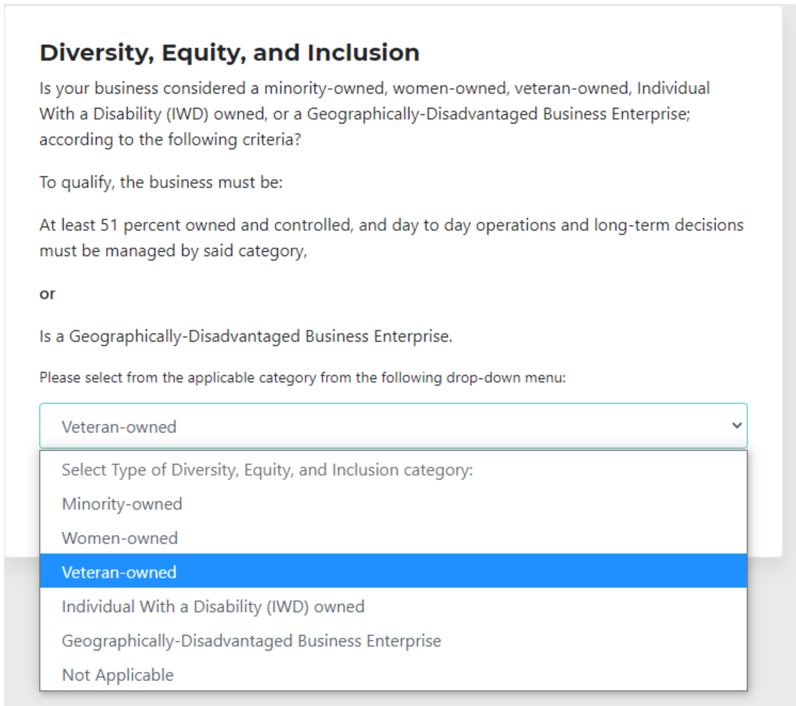
Diversity, Equity, and Inclusion (DEI) Section

Step 1

Select the applicable DEI category from the drop-down menu.

Step 3

Click “Save and Continue.”



Tax Obligations Section

Step 1

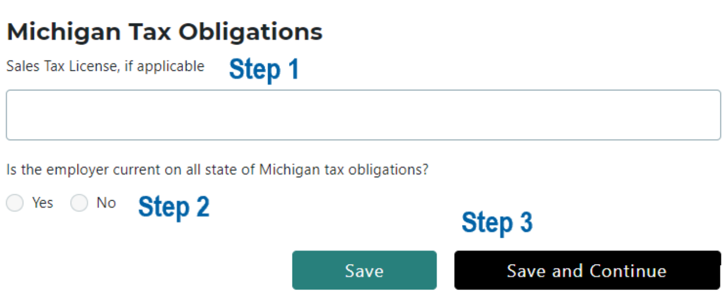
Enter Sales Tax License number, if applicable.

Step 2

Answer the Yes or No question.

Step 3

Click “Save and Continue.”



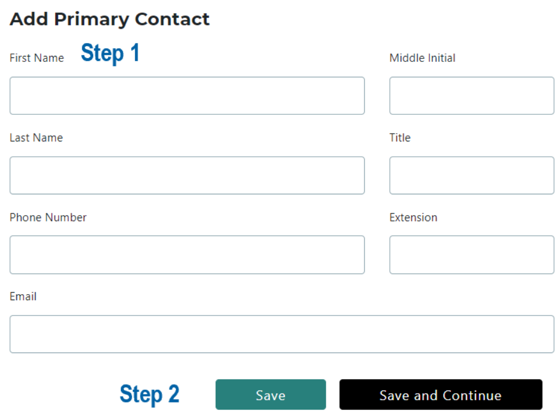
Contacts Section

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.”

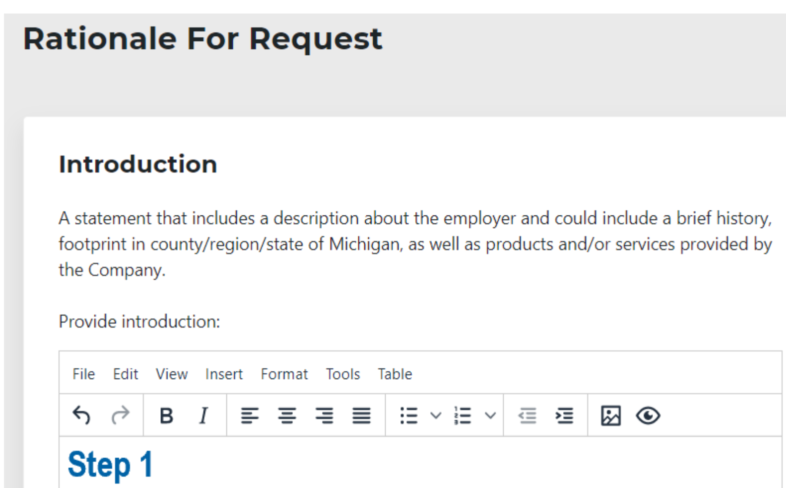


Rationale for Request Section

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.

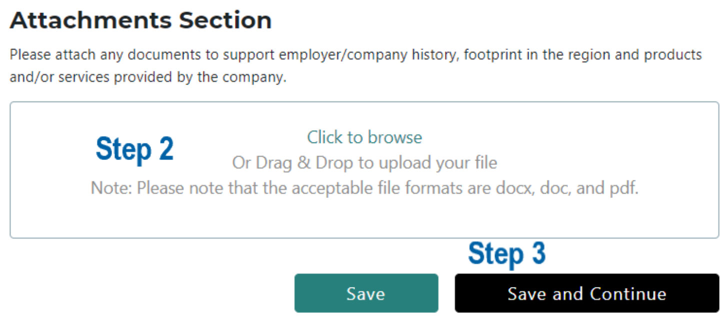


Step 2

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 describe the documents in the text box. 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.”



Step 4 (Business Case)

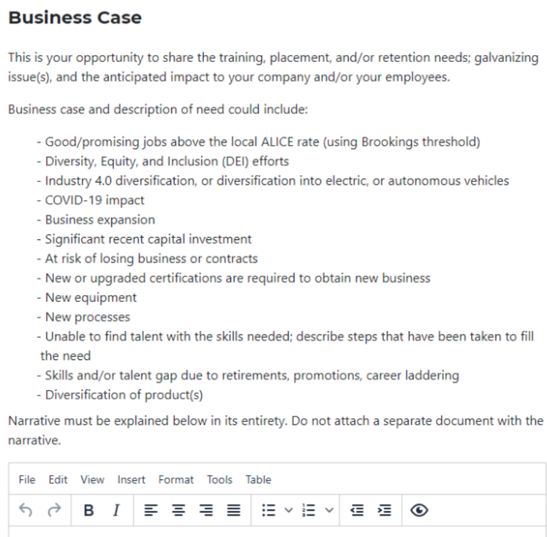
Enter text explaining why training is needed. This is your opportunity to share the training, placement, and/or retention needs; galvanizing issue(s), and the anticipated impact to the company and/or employees. You must enter your entire business case in the provided text box. You may copy and paste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

- Good/promising jobs above the local ALICE rate (using Brookings threshold)
- Diversity, Equity, and Inclusion (DEI) efforts
- Industry 4.0 Diversification, or diversification into electric, or autonomous vehicles
- 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)

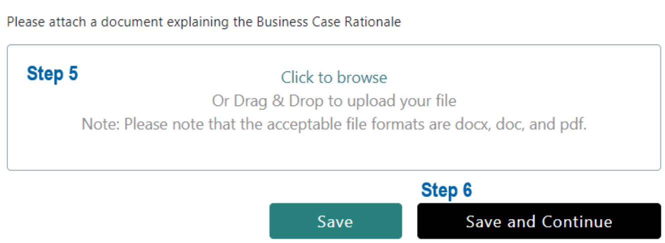


Step 5

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 4. 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 describe the documents in the text box.

Step 6

Click "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.

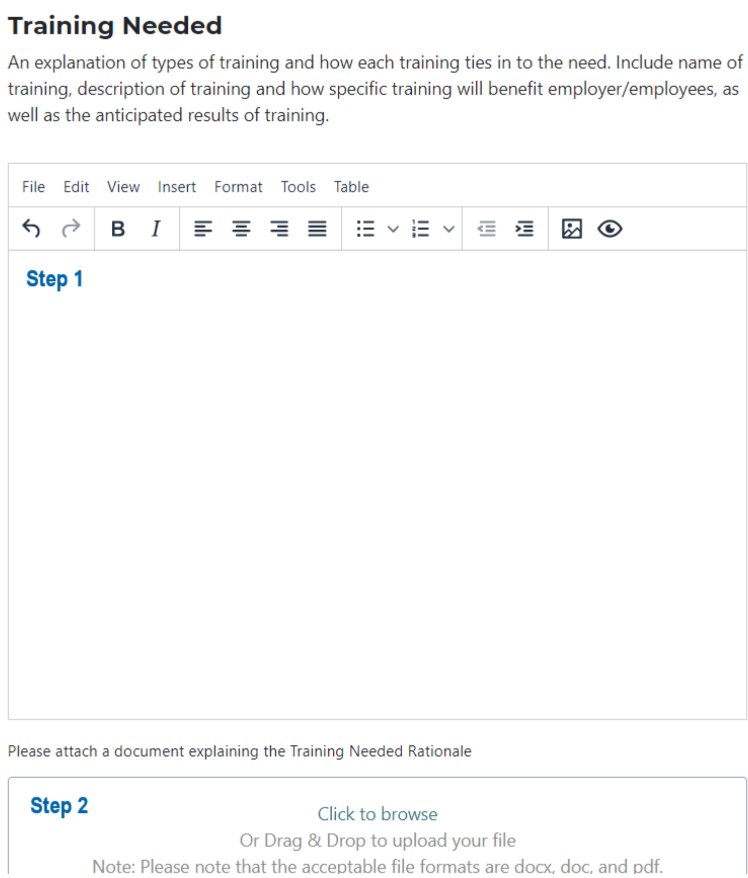
Attach additional supporting documentation as necessary (e.g. leadership or sales course curriculum).

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.

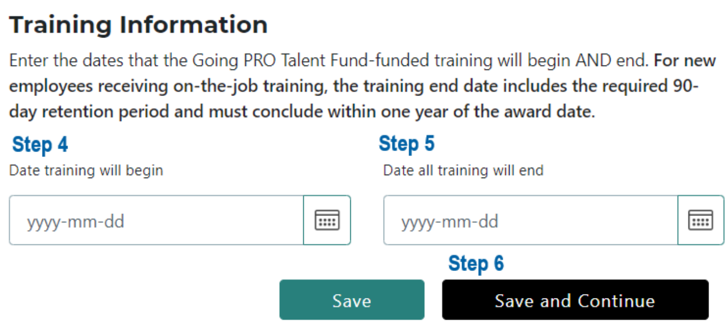


Step 3
Click “Save and Continue.”

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 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, 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

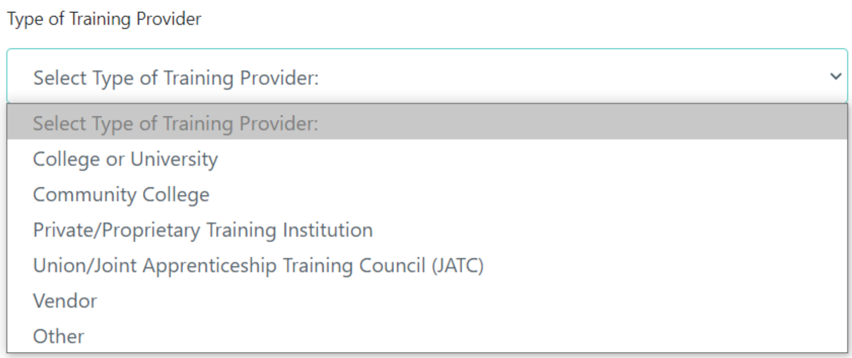
The Training Providers must be created in WBLOMS first before creating training courses or assigning employees to a course. For first year USDOL Registered Apprenticeship classroom and/or OJT training, create the provider in this section, then indicate the training is for first year USDOL training when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

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 first year 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

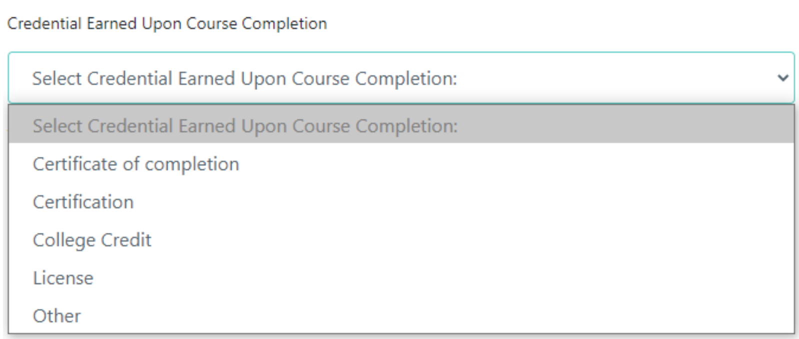


Step 2

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.



Step 4

Enter Training Provider City.

Step 5

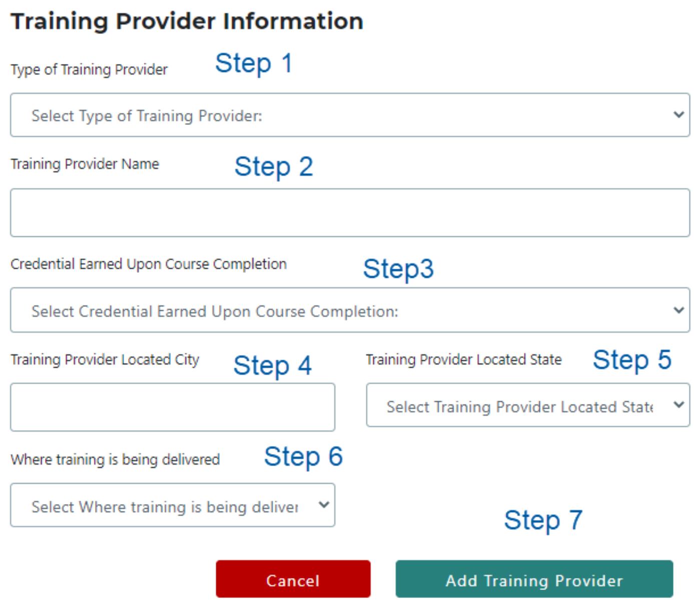
Enter Training Provider State.

Step 6

Select where training is being delivered.

Step 7

Click “Add Training Provider”.

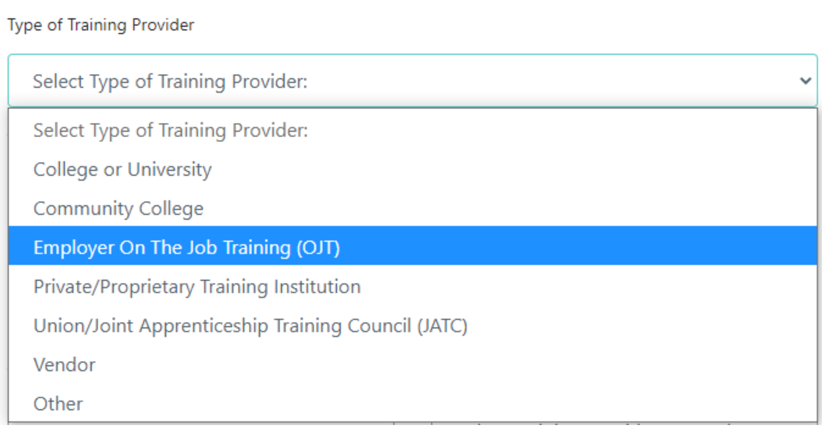


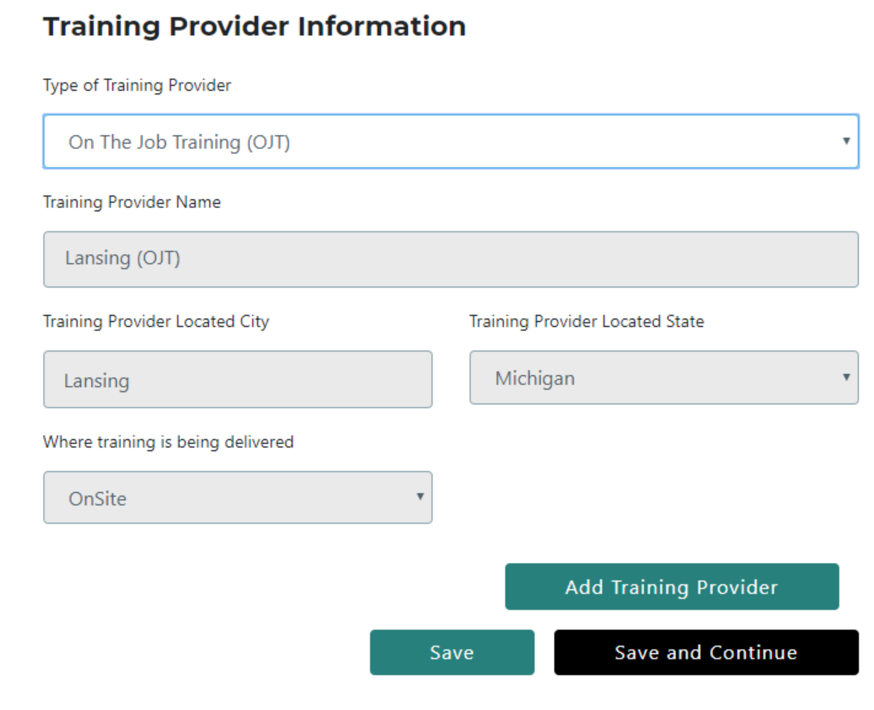
Step 8

Click "Save." Repeat steps 1 through 8 for all College or University, Community College, Private/Proprietary Training Institution, Union/Joint Apprenticeship Training Council, Vendor, or Other training providers.

Step 9

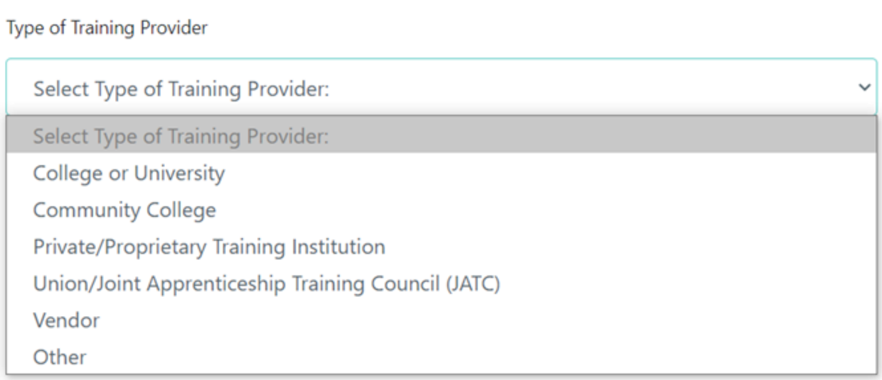
Select Type of Training Provider (On-the-Job Training (OJT)). You will notice all other fields will automatically fill with the employer's information.





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.



Step 11

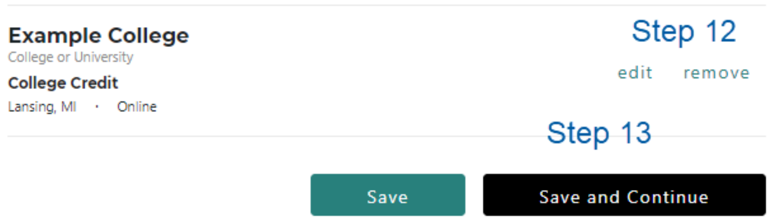
Repeat Steps 1 through 8 until all training providers have been added.

Step 12

You may edit a training provider by scrolling down and clicking “Edit” next to a provider. 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 13

Click “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, and USDOL Registered Apprenticeship OJT). It is very important the correct type of training is selected, as this choice determines the per person cap of any current employee or new hire assigned to that course.

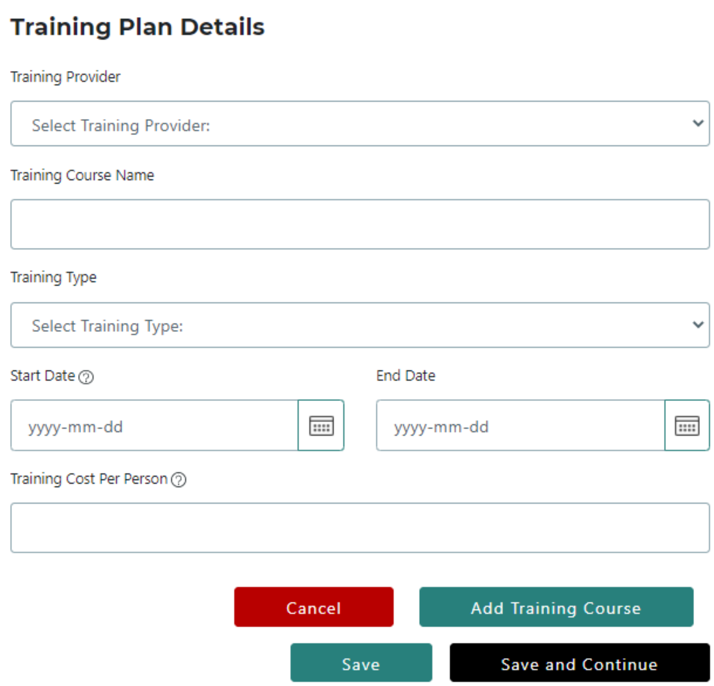
Each type of course will be detailed separately in this guide. To create Classroom/Customized Training follow steps 1 through 8

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



Step 1 - Creating Classroom/Customized Training

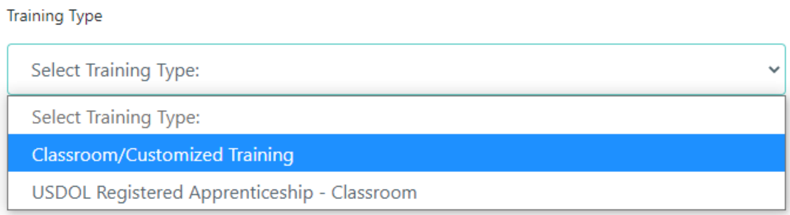
Select previously entered training provider from the drop down. College or University, Community College, Private/Proprietary Training Institution, Union/Joint Apprenticeship Training Council, Vendor, or Other Training Provider.

Step 2

Enter the Training Course Name.

Step 3

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



Step 4

Enter the Start Date. Click the calendar icon to select a date.

Step 5

Enter the End Date. Click the calendar icon 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

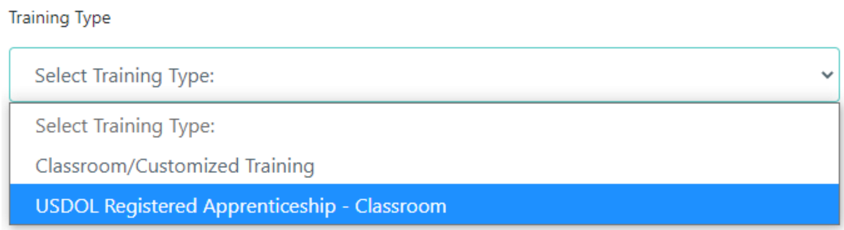
Select previously entered training provider from the drop down. College or University, Community College, Private/Proprietary Training Institution, Union/Joint Apprenticeship Training Council, Vendor, or Other Training Provider

Step 10

Enter the Training Course Name.

Step 11

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



Step 12

Enter the Start Date. Click the calendar icon to select a date.

Step 13

Enter the End Date. Click the calendar icon 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.

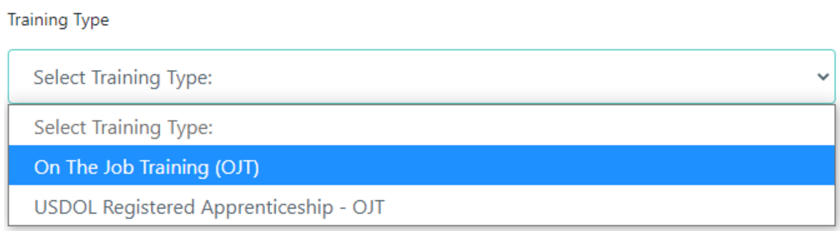
When you select the OJT Provider, the Start Date and End Date will automatically populate to reflect the selected dates in the Training Information Section

Step 19

Enter the Job Title / Occupation .

Step 20

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



Step 21
Enter the Training Hours.

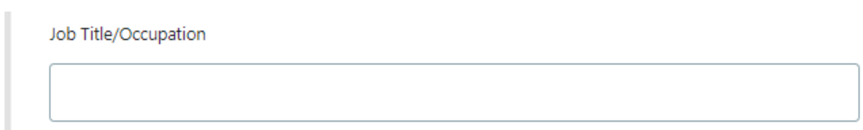
Step 22
Click "Add Training Course"

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.

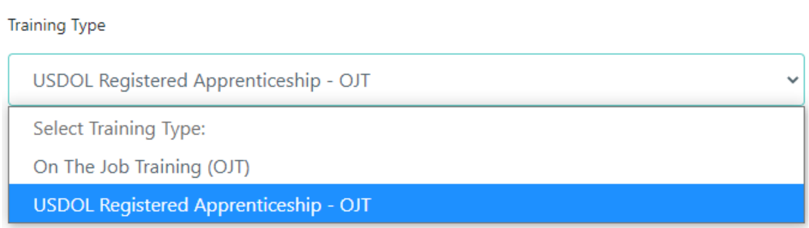
Step 24 - Creating USDOL Registered Apprenticeship – OJT Training
Select previously entered OJT training provider from the drop down.

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.

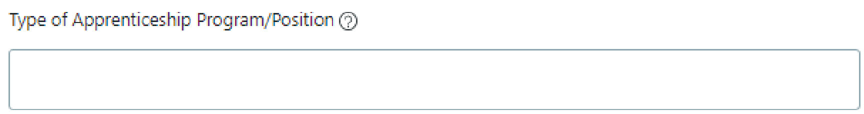


Step 26
Select the USDOL Registered Apprenticeship – OJT option from the Training Type drop down.



Step 27
Enter the Training Hours.

Step 28
Enter the type of Apprenticeship Program/Position.

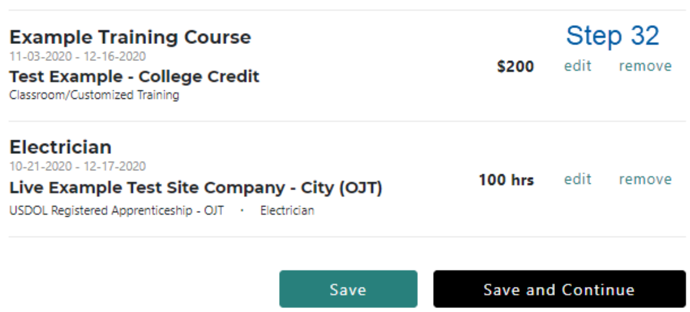


Step 29
Click "Add Training Course"

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.



Step 33
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 34
To cancel and in progress edit click “Cancel”

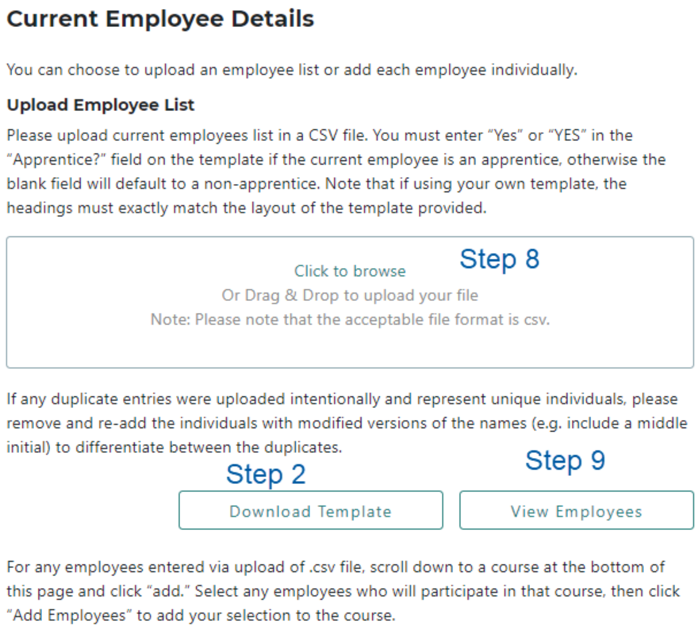
Step 35
Once edits are complete click “Save Training Course”.

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.



Step 2

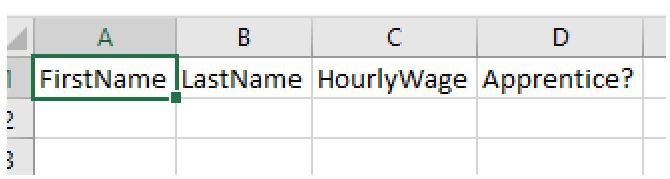
Click "Download Template". Please note, due to various device settings, some devices may download the file in an incorrect format. Please verify that the file has downloaded as a .csv file (Microsoft Excel Comma Separated Values File). If you are having difficulty you may attempt to use a different device.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

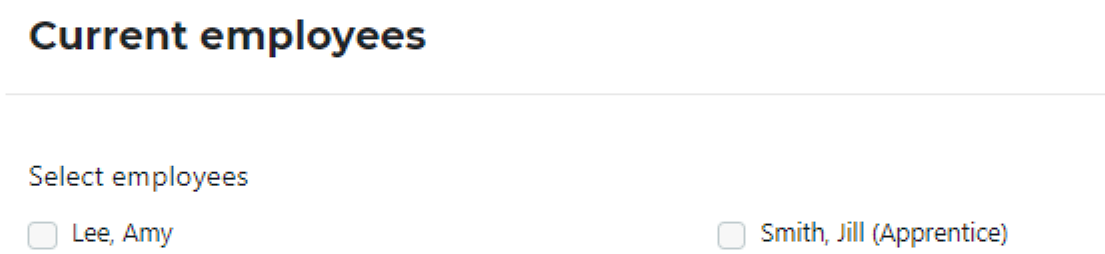
Step 4

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. Labeling a current employee as an apprentice does not determine the per person cap for that individual, this label is only to help identify first year USDOL Apprentices when assigning employees to a training course. 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. Please note, once a list of current employees is uploaded, uploading a new list will delete any previously uploaded employees.

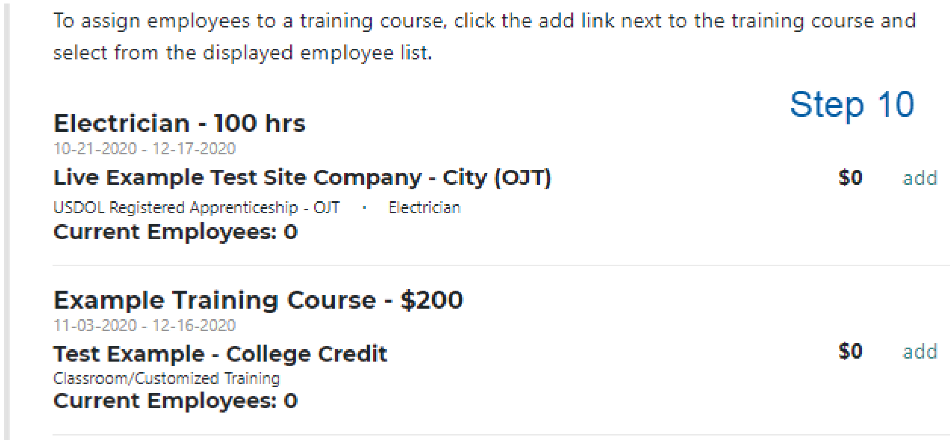
Step 9
Click “View Employees” to view employees and confirm employees have been entered. You can remove any names entered in error. To remove an employee select them from the list. Then click “Remove Employees”

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 are first year USDOL Registered Apprentices to USDOL Registered Apprentice Classroom and OJT courses.

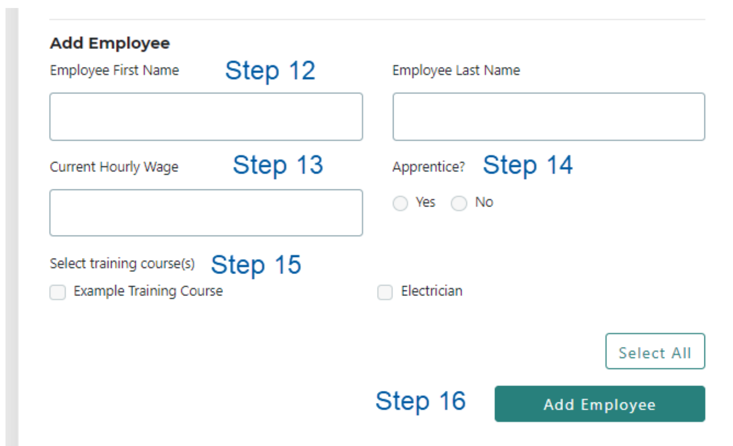
WBLOMS does not allow current employees to be added to a non USDOL Registered Apprenticeship OJT course.

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.



Step 11 – Adding employees individually

Employees can be added individually.



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. 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. Labeling a current employee as an apprentice does not determine the per person cap for that individual, this label is only to help identify first year USDOL Apprentices when assigning employees to a training course.

Step 15

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

Only add current employees who are 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

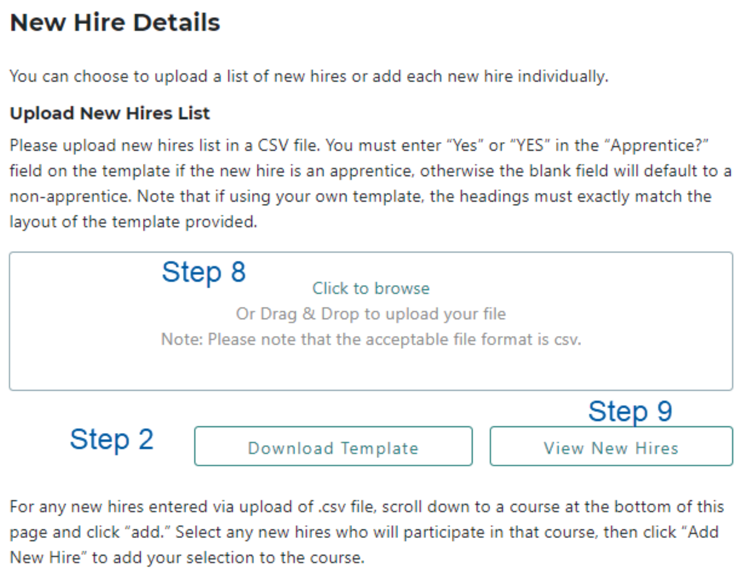
Click “Download Training Plan” to download an Excel file containing the information entered. The downloaded training plan will only show the Current Employee details. This downloaded training plan does not interact with WBLOMS in any way. All changes to the current employees and training courses must 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.



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

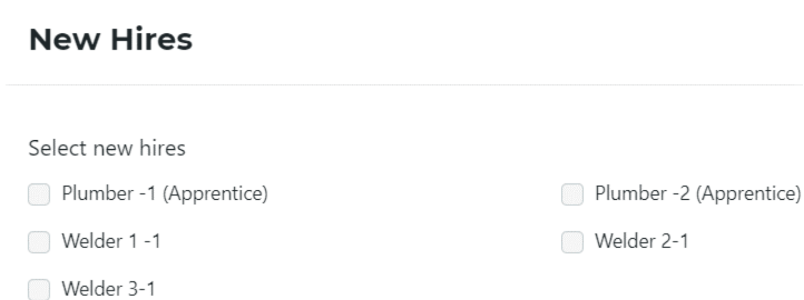
Enter position title, number of positions, and hourly wage of new hire employee. Do not enter a dollar sign ($) in the cells containing wages. Do not change the type of cell to Currency. If you have two or more new hire positions that are identical other than the hourly wage, please enter each position 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 a new hire position is an apprentice, that position will be labeled as an apprentice in WBLOMS. Labeling a new hire as an apprentice does not determine the per person cap for that individual, this label is only to help identify first year USDOL Apprentices when assigning new hires to a training course. Apprentices will need to be manually assigned to the appropriate courses just like any other new hire added this way.



Step 6

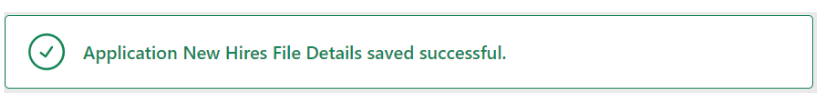
Save the file as a .csv. Be mindful that some computers default to saving the file as .txt.

Step 7

Return to Current Employee Details.

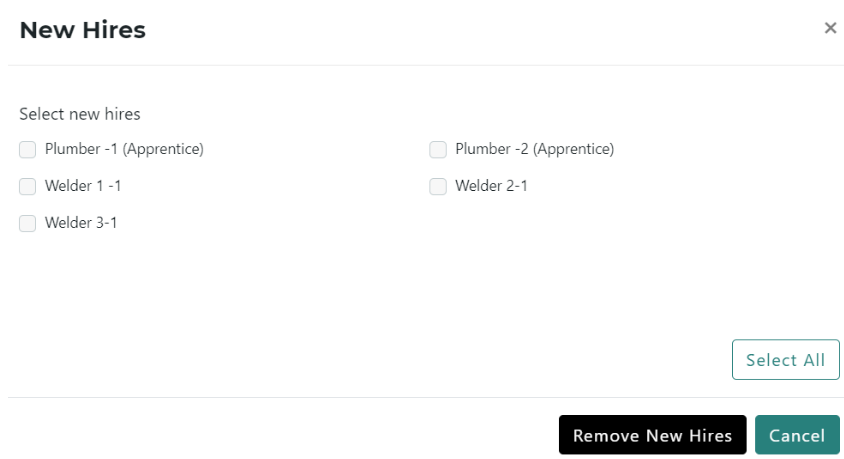
Step 8

Click to browse and select .csv file for upload or drag and drop file. Please note, once a list of current employees is uploaded, uploading a new list will delete any previously uploaded employees.



Step 9

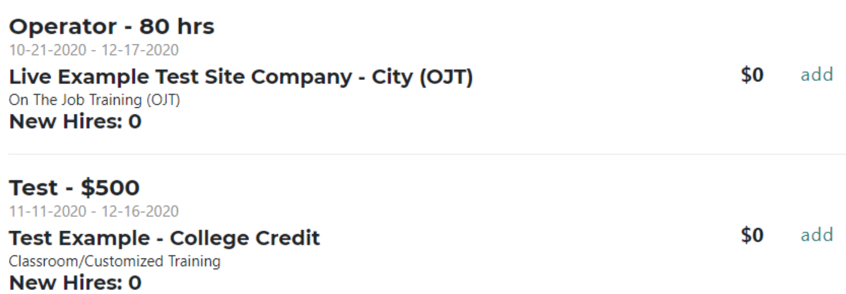
Click “View New Hires” to view new hires and confirm new hires have been entered. You can remove any new hires entered in error. To remove a new hire select them from the list. Then click “Remove New Hires”.



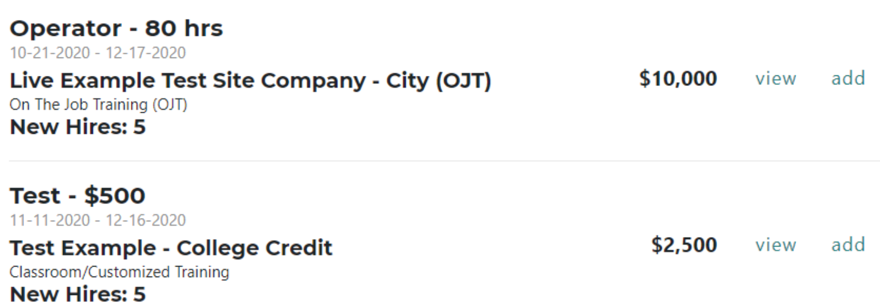
Step 10

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.

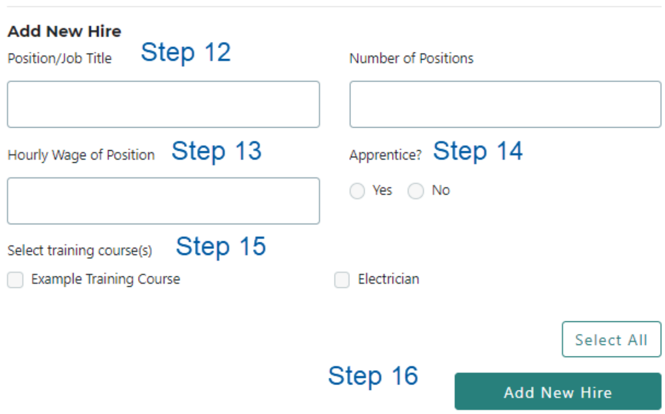


To remove new hires who have been assigned to a course, scroll down to a course at bottom of page and click “View” Select any new hires who will not participate in that course, then click “Remove new hires” to remove your selection from the course.



Step 11 – Adding New Hires individually

New Hires can be added individually.



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. Only indicate that a new hire position 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 a new hire position is an apprentice, that position will be labeled as an apprentice in WBLOMS. Labeling a new hire as an apprentice does not determine the per person cap for that individual, this label is only to help identify first year USDOL Apprentices when assigning new hires to a training course.

Step 15

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

Only add new hires who are 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)

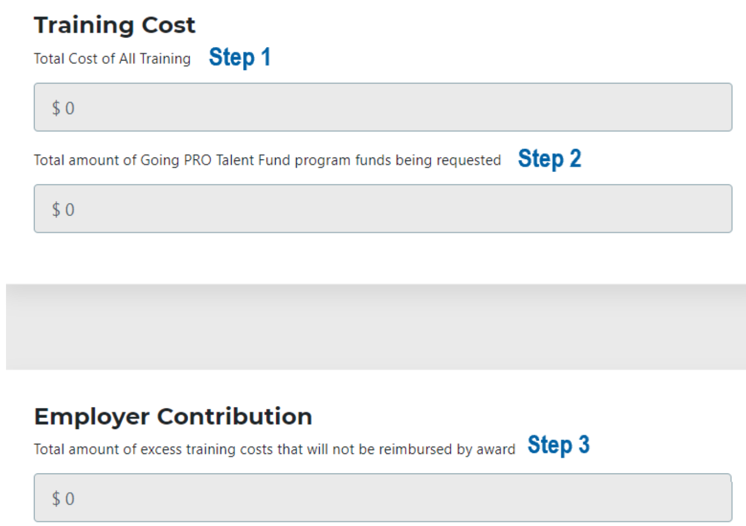
Total Cost of all training will be calculated based on information entered in previous sections.

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.



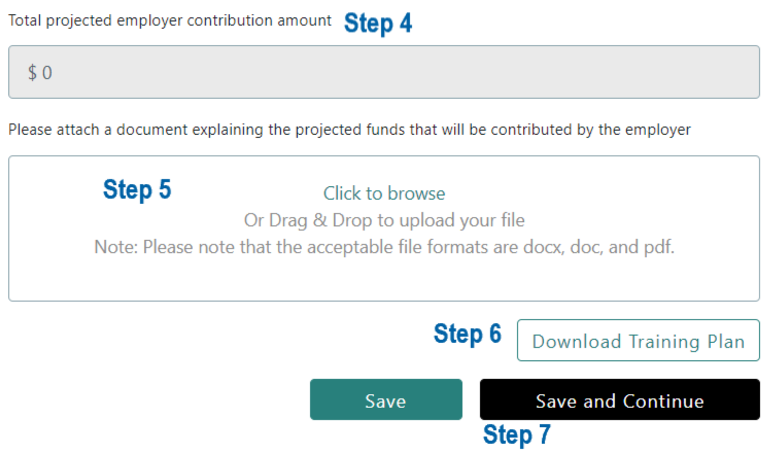
Step 4

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.

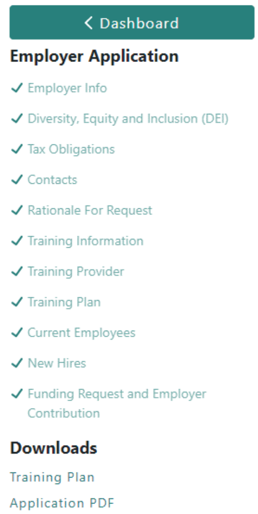
Step 7
Click “Save and Continue.”



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 are currently in.

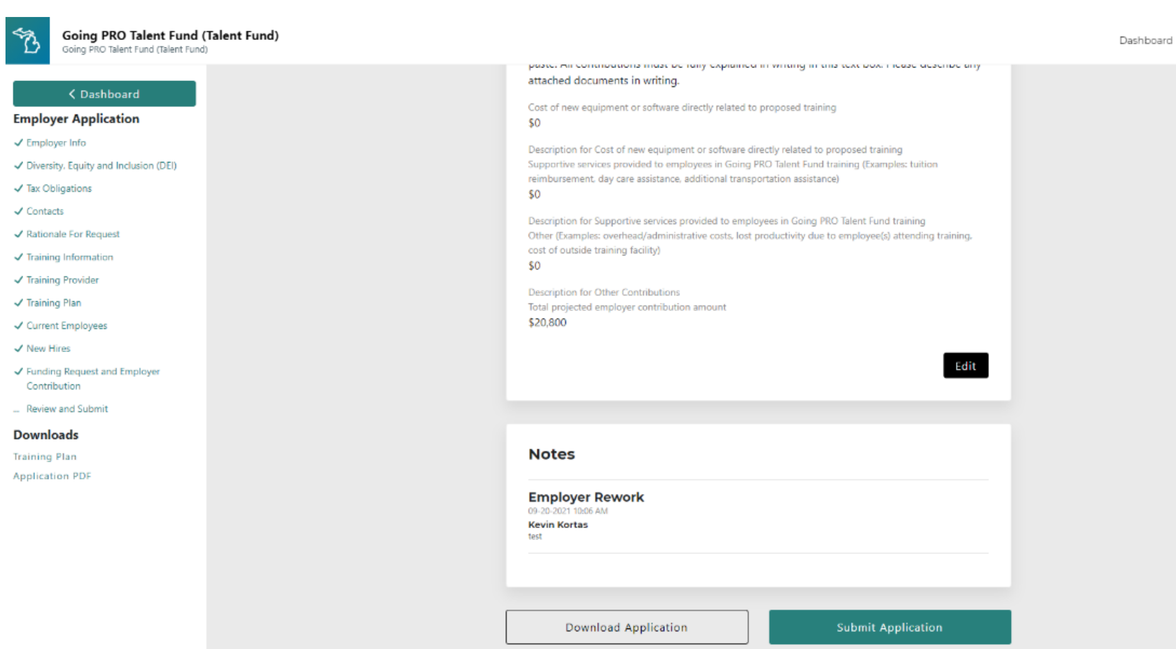


Step 2

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. If the Current Employees section is complete, the New Hires section does not need a green checkmark and vice versa. 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 and click "Save and Continue", then navigate through each page this way until all sections are complete.

Step 3

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



Request a Modification

Once an application is awarded, a modification to the training plan may be requested. It is advised that you contact your MWA representative before requesting a modification in WBLOMS. Any proposed changes to a training plan will need to be approved by your MWA representative. All modifications will occur through the WBLOMS website. To request a modification, follow the steps below.

Step 1

Identify an application that is in the “Awarded” status. Click “Request Modification”.

Step 2

A pop-up message will appear, click “Ok” to continue. A notification will appear at the top of the screen stating the modification request has been successfully submitted. Notice an application with a new reference number will appear on the dashboard. The application will be in the “Modification Requested” status. This is a clone of the original application and will have a new reference number, 21-XXXXX-01. Each time a modification is requested, a clone of the most recent version of the application will be created. The reference numbers will increase by one each time a modification is requested (21-XXXXX-01, 21-XXXXX-02, 21-XXXXX-03, etc.). There may only be one in progress modification at a time. Once a modification is approved or denied, a new modification may be requested. The original unmodified application will retain its original refence number and will be in the “Original Awarded” status. The original awarded application can be viewed at any time.

See example below of a mock application that has been modified multiple times. The application has had three approved modifications and one denied modification.

Applications

Reference#	FEIN	Site Name	Application Type	Status
21-00003-5	811670532	EXAMPLE 2 Lansing	Independent	Modification Requested
21-00003-4	811670532	EXAMPLE 2 Lansing	Independent	Approved Modifications
21-00003-2	811670532	EXAMPLE 2 Lansing	Independent	Approved Modifications
21-00003-3	811670532	EXAMPLE 2 Lansing	Independent	Modification Denied
21-00003-1	811670532	EXAMPLE 2 Lansing	Independent	Approved Modifications

Step 3

An MWA representative will approve or deny your modification request. An MWA representative may contact you for more information regarding the proposed modification.

Step 4

If the request to modify the application is approved, the status of the cloned application will be changed to “Eligible for Modification”. Click “Start Modification”.

Step 5

A pop-up message will appear, click “Okay” to begin modifying the application. You will be redirected to the Employer Information page of the application. To return to your dashboard click the green button labeled “Dashboard” at the top left of the screen. You may also click the dashboard button near your name in the top right of the screen. Do not use your browser’s back button to navigate.

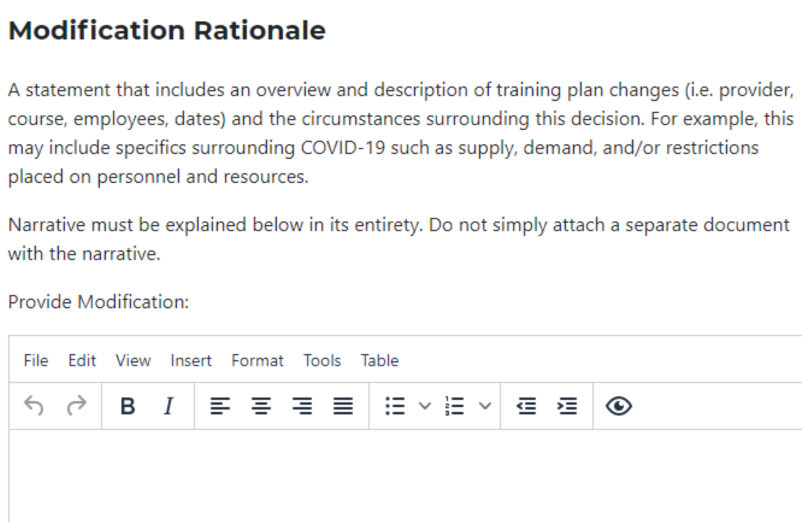
Step 6

Follow the guidance in the appropriate section of the *FY21 Application Guide for Employers* to edit any sections of the application. You may edit details in the Training Information, Training Provider, Training Plan, Current Employees, New Hires, and Funding Request and Employer Contribution sections. During the modification you cannot edit the names of current employees or enter the actual names of new hires. If edits to the current employees are needed, you will need to remove the incorrect trainee add a new one with the correct name. Any changes made will only apply to the clone application that is currently being edited. The original awarded application cannot be edited and will be available for viewing purposes only. Remember to save all changes.

Please note, any changes made to an application during this process are not final until approved. Additionally, if the cost of training is adjusted, the amount of Going PRO Talent Fund funds being requested may not exceed the original award amount. Please contact your MWA for more guidance on acceptable modifications.

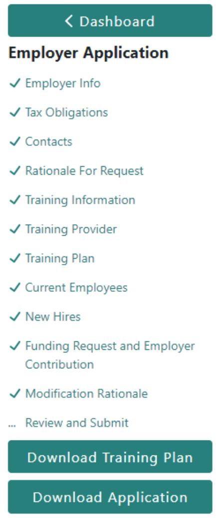
Step 7

Complete the Modification Rationale section. Be sure to describe in detail all changes that have been made. Please summarize the proposed changes and the reason for the modification.



Step 8

Once all proposed changes have been made, click “Submit Application Modification”. This will send the application to the MWA for review. If you cannot click "Submit Application Modification" 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. 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.



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. In the case the 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

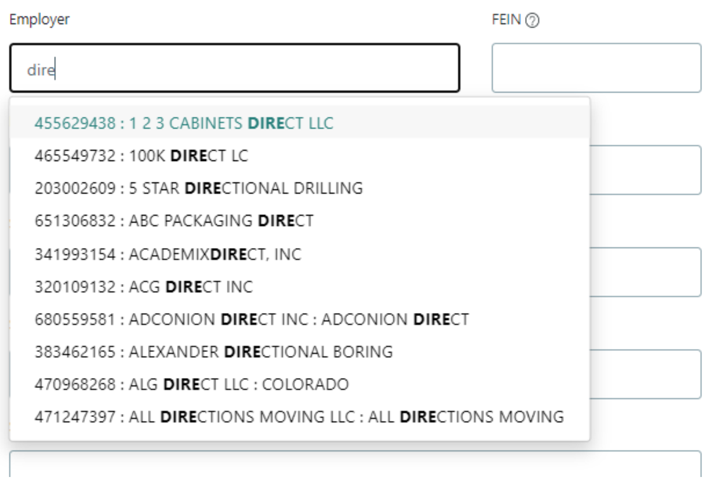
Log in to the Employer Dashboard.

Step 2

Click on "New Authorization Request."

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. Be sure to select the option that is identical to what the MWA representative used when creating the ILC.



Step 4

Select the 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.

Step 5

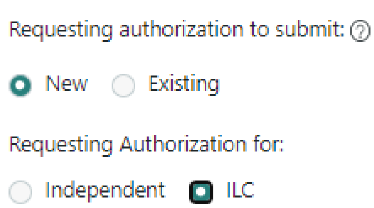
Click into the Site/Plant/Facility Name field. A drop-down menu will appear containing all sites that have been created for the Employer and FEIN. Click on the site that is connected to the ILC. The address fields will then automatically populate with the previously entered address for that site. When 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.

Step 6

Select “New”

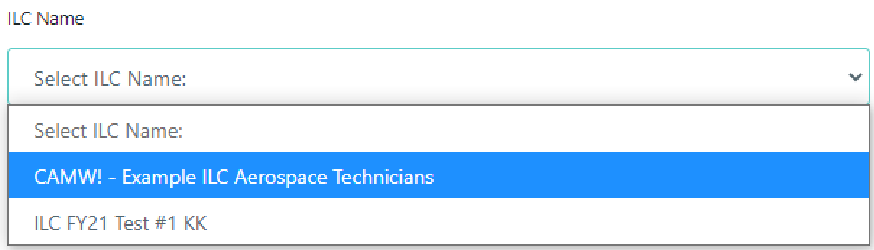
Step 7

Select “ILC”



Step 8

Select the name of the ILC.



Step 9

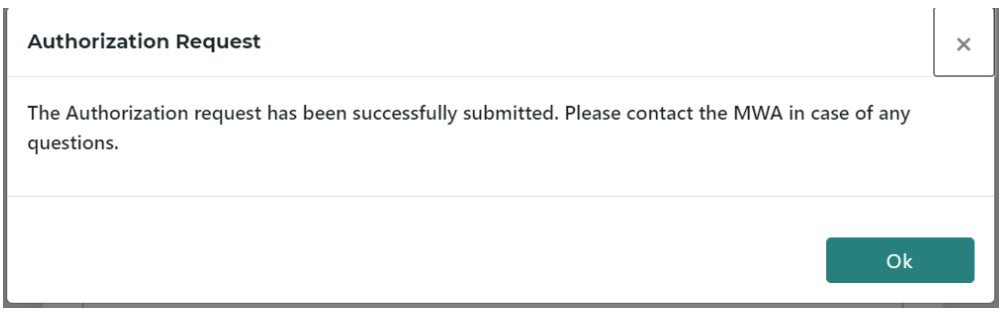
Select the name of the MWA you are working with. Please note, this field will auto populate based on your ZIP Code. Be sure the correct MWA is selected before submitting the authorization request.

Step 10 - Optional

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

Step 11

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

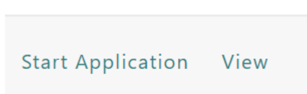


FEIN	Site Name	Request Type	Status	MWAName	Status Date	
382964782	Motorplex Test Site	ILC (CAMW! - Example ILC Aerospace Technicians)	Submitted	Capital Area Michigan Works!	04-27-2021 2:39 PM	View

Step 12

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 (CAMW! - Example ILC Aerospace Technicians)	Approved	Capital Area Michigan Works!	04-27-2021 2:41 PM	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, it is advised that the Lead Employer application is 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. Additionally, the Lead Employer must enter the statement of collaboration.

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 the FY21 Application Guide for Employers to complete the Terms and Conditions, Employer Info, Tax Obligations, 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

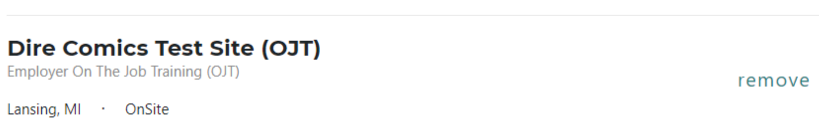
Enter the Statement of Collaboration. Only the Lead Employer will be able to enter text in this section. All participating employers will be able to view this entry.

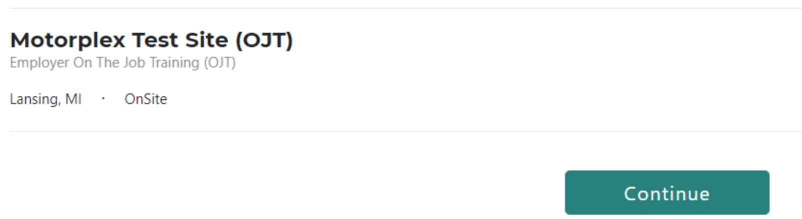
Step 5 – To be Completed only by the Lead Employer

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.

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 has the ability to remove the provider if needed. The non-lead employers also sees themselves as the OJT provider but do not have the ability to delete the training provider.





Step 7 – To be Completed only by the Lead Employer

Create all courses including first year USDOL RA OJT. The lead employer will need to create each training including any first year 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 Current Employees to each training. Each employer will assign their own current employees to each course.

Step 9 – To be Completed by all Employers

Assign New Hires to each training. Each employer will assign their own new hires' job titles to each course.

Step 10 – To be Completed by all Employers

Complete Employer Contribution Section.

Step 11 – To be Completed only by the Lead Employer

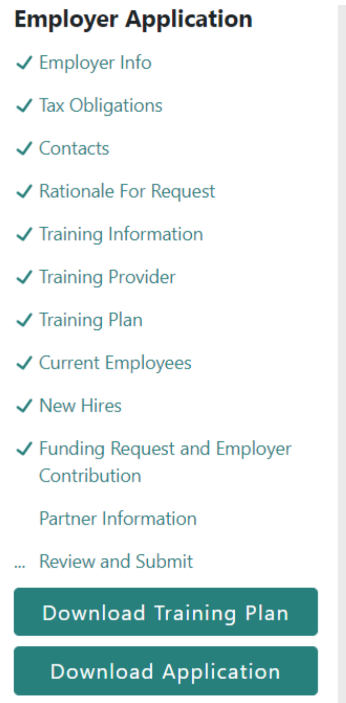
Enter any non-applicant non-MWA partner contribution in the Partner Information Section.

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.



Request Closeout

Once an application is awarded, a request to close out the application may be submitted to your MWA. It is advised that you contact your MWA representative before requesting a closeout in WBLOMS. Any outcomes of training entered during closeout will need to be approved by your MWA representative. All closeouts will occur through the WBLOMS website, however your MWA may require you to send certain documents outside of WBLOMS to verify training completion. To request closeout, follow the steps below.

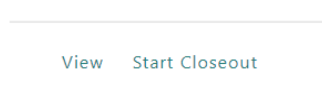
You will only be able to complete the steps in this section if the award is in “Awarded”, “Modification MWA Approved”, or “Modification WD Approved” statuses.

Step 1

Next to the application on the employer dashboard, click “Request Closeout”. The option to request closeout will be available for applications in the “Awarded”, “Modification MWA Approved”, or “Modification WD Approved” statuses. A pop-up message will appear. Click “Ok” to continue. A success message will appear at the top of the page to confirm the request to begin closeout was submitted.

Step 2

An MWA Representative will review the request to begin closeout. If approved, click “Start Closeout”. A pop-up message will appear, click “Ok” to begin the closeout.

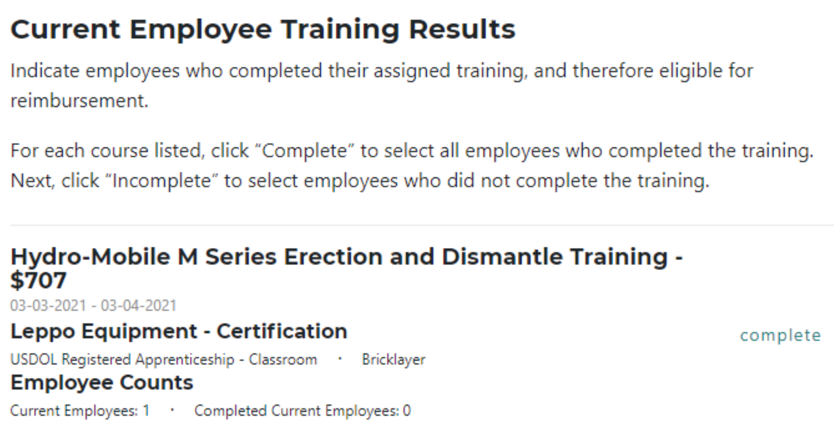


Current Employee Training Results Section

Step 1

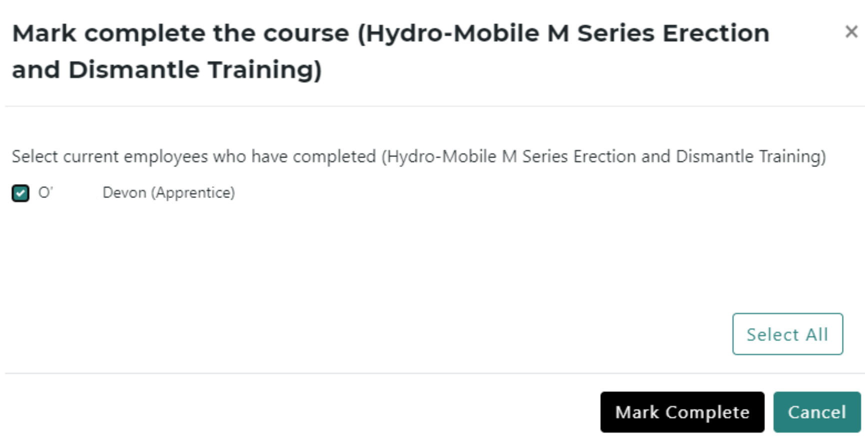
If you do not have current employees proceed to the New Hire Training Results Section.

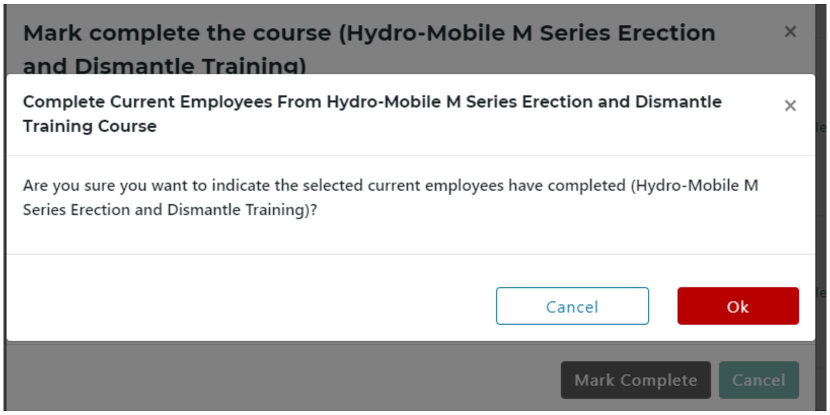
A list of courses will be displayed. To the right of the first course on the list, click “Complete”.



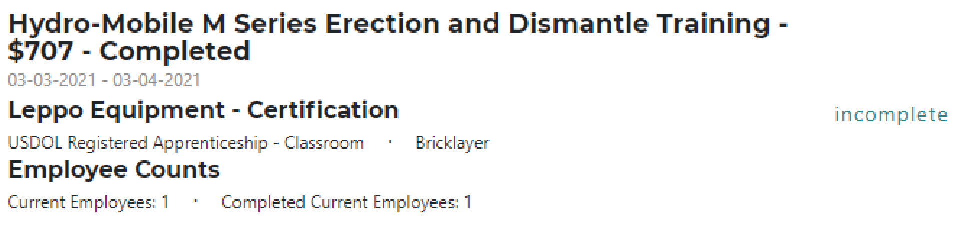
Step 2

A list of all current employees assigned to that course will be displayed. Select the employees who completed the course. Alternatively, you can click “Select All” to select all assigned employees. Once the employees have been selected, click “Mark Complete”. A pop-up message will appear, select “Ok” to continue.



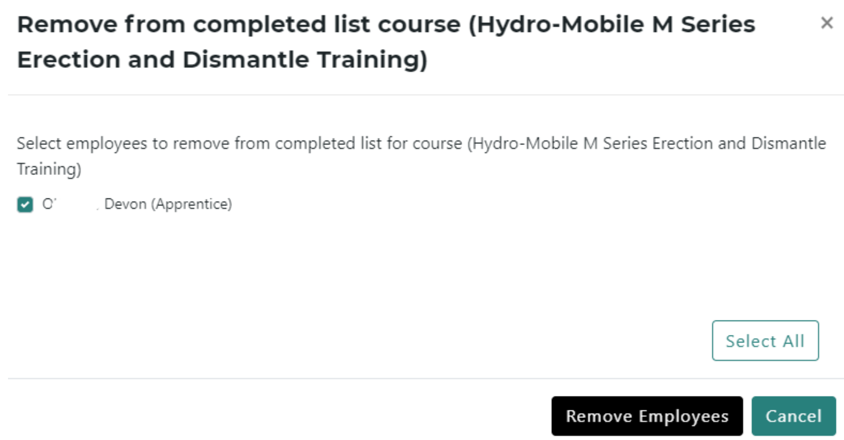


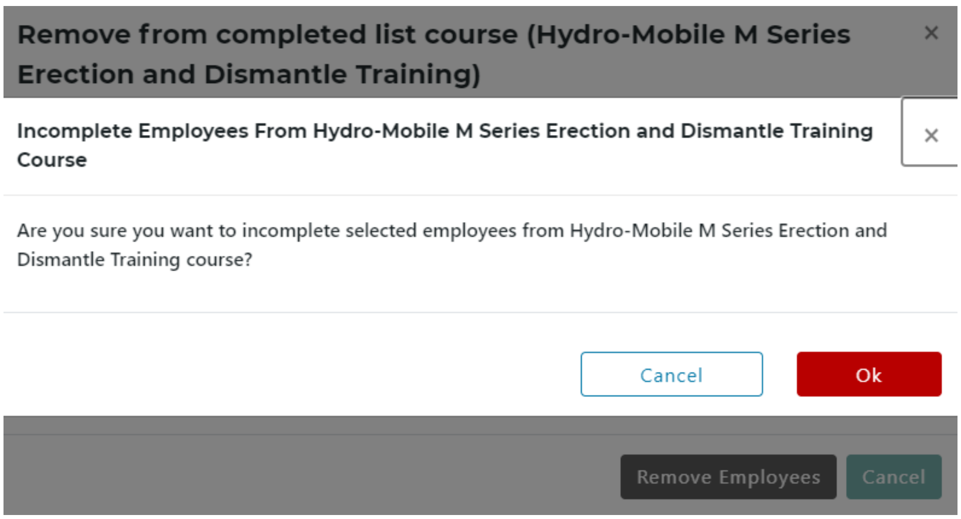
Notice that once the pop-up message is confirmed and employees are marked as having completed the course, the course title will change to indicate the course has been completed. If at least one employee is marked as having completed a course, the course title will indicate the course has been completed. Below the course name, in the Employee Counts section, the number of employees assigned and the number of employees who completed the course will be displayed.



Step 3

If an employee was incorrectly marked as having completed a course, click “Incomplete”. A list of all employees who have been marked as complete will be displayed. Select the employee(s) who did not complete the course, then click “Remove Employees”. A pop-up message will appear, select “Ok” to continue. Please note, this step is only necessary if an employee was incorrectly marked as having completed a course. All current employees will be marked as not having completed a course (incomplete) by default. Once the pop-up message is confirmed, the employees will be removed from the list of employees who completed the course. Additionally, the number of completed current employees in the Employee Counts section will decrease accordingly.





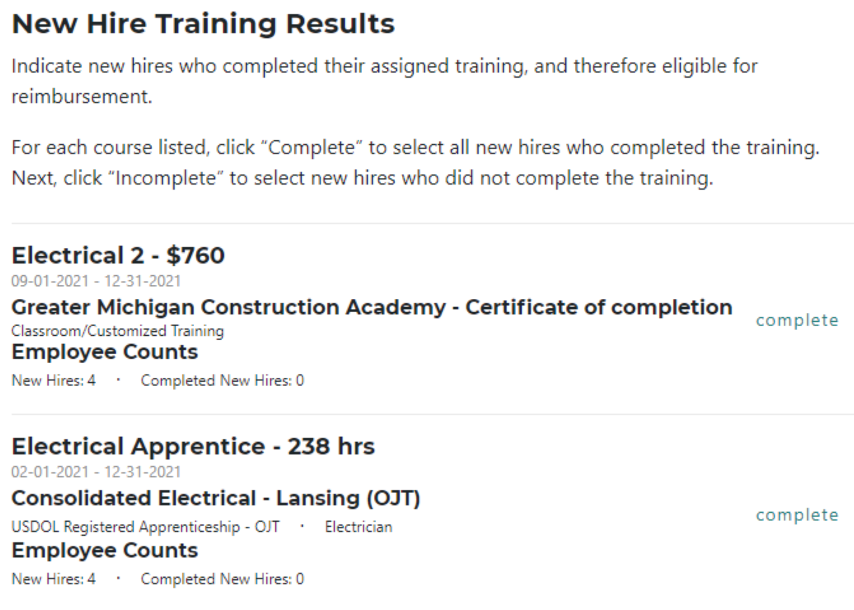
Step 4

Repeat steps 1 through 3 until all current employees have been marked as complete. At the bottom of the page, click "Continue" to navigate to the New Hire Training Results. If you do not have new hires, use the check list on the left side of the screen to navigate to the Current Employees Outcomes Section.

New Hire Training Results Section

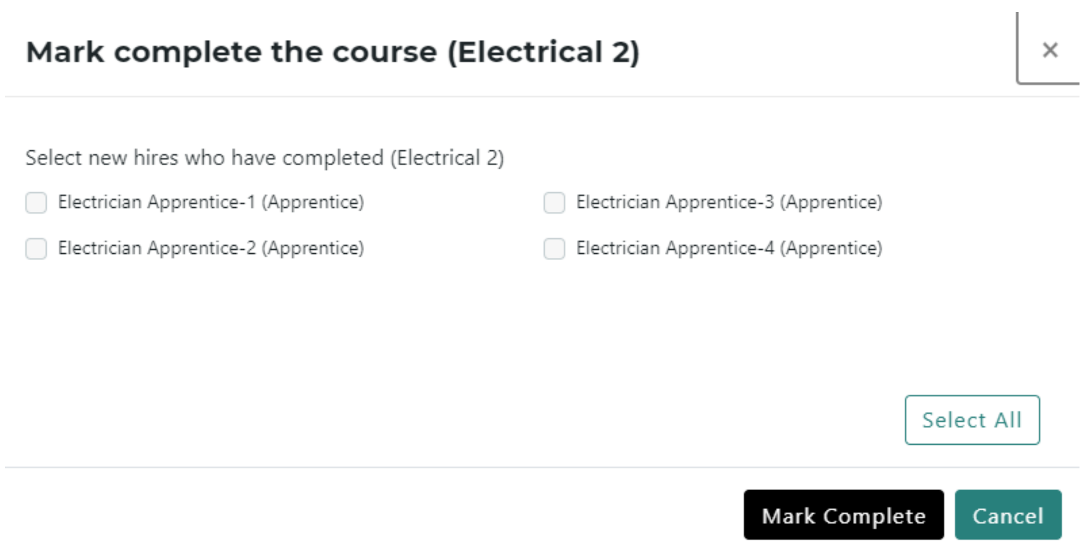
Step 1

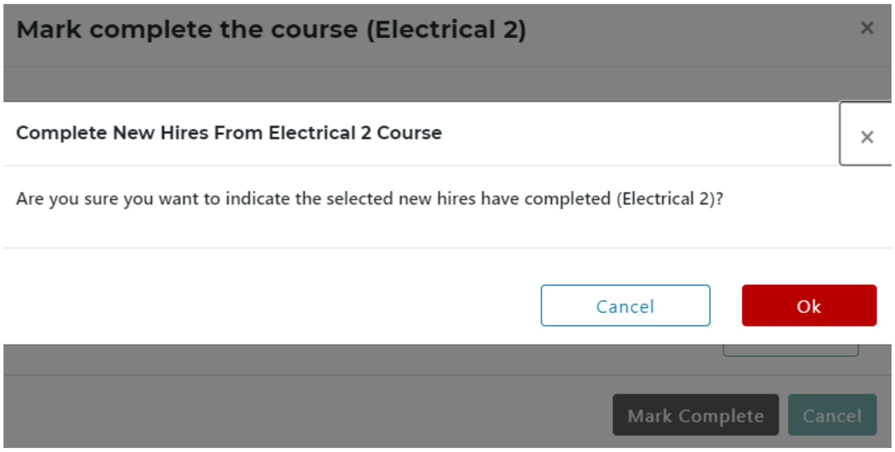
A list of courses will be displayed. To the right of the first course on the list, click "Complete".



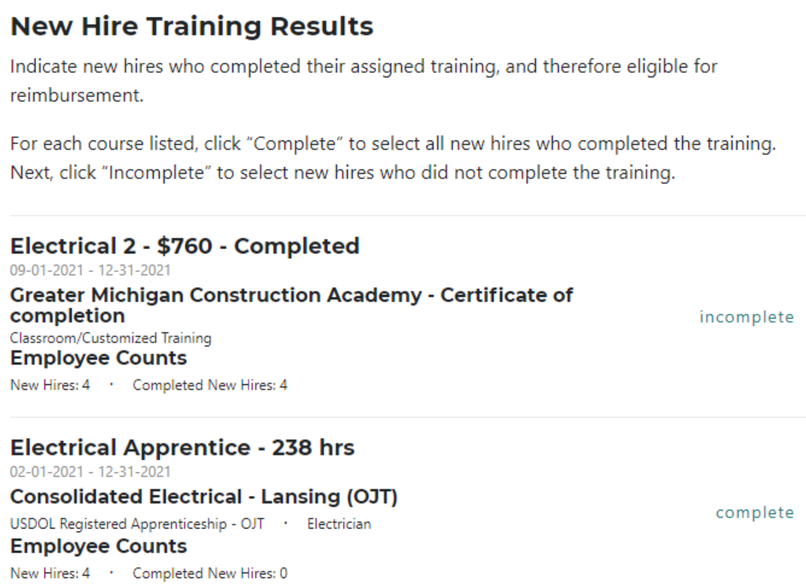
Step 2

A list of all new hires assigned to that course will be displayed. Select the new hires who completed the course. Alternatively, you can click "Select All" to select all assigned new hires. Once the new hires have been selected, click "Mark Complete". A pop-up message will appear, select "Ok" to continue.





Notice that once the pop-up message is confirmed and employees are marked as having completed the course, the course title will change to indicate the course has been completed. If at least one employee is marked as having completed a course, the course title will indicate the course has been completed. Below the course name, in the Employee Counts section, the number of new hires assigned and the number of new hires who completed the course will be displayed. If the Current Employee Training Results section has been completed, some courses may already be labeled as completed prior to selecting any new hires.



Step 3

Repeat steps 1 through 2 until all new hires have been marked as complete. At the bottom of the page, click "Continue" to navigate to the Current Employee Outcomes section. If you do not have current employees, use the check list on the left side of the screen to navigate to the New Hire Outcomes section.

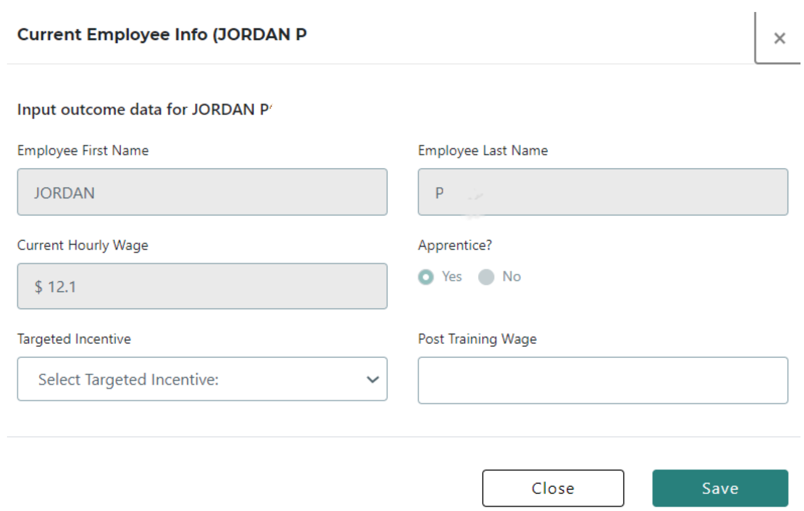
Current Employee Outcomes Section

Step 1

If you do not have current employees proceed to the New Hire Outcome Section.

You can search for a current employee by name or other details using the search bar at the top of the page. You can also filter by ascending or descending order by clicking the green column titles.

A list of all current employees who were marked as having completed at least one course will be displayed. To the right of the first employee on the list, click "Edit".



Step 2

The Current Employee Info page will be displayed for the selected employee. Select any applicable targeted incentives. Enter the post training wage. Post training wage must be entered for all current employees.

Step 3

If an employee was assigned to a USDOL Registered Apprentice course, upload the appropriate apprenticeship documentation for each employee.

Step 4

Click "Save".

Step 5

Repeat steps 1 through 4 for all current employees.

New Hire Outcomes Section

Step 1

If you do not have new hires, use the check list on the left side of the screen to navigate to the Actual Employer Contribution section.

You can search for a new hire by position title or other details using the search bar at the top of the page. You can also filter by ascending or descending order by clicking the green column titles.

A list of all new hires who were marked as having completed at least one course will be displayed. To the right of the first new hire on the list, click “Edit”.

New Hire Outcomes

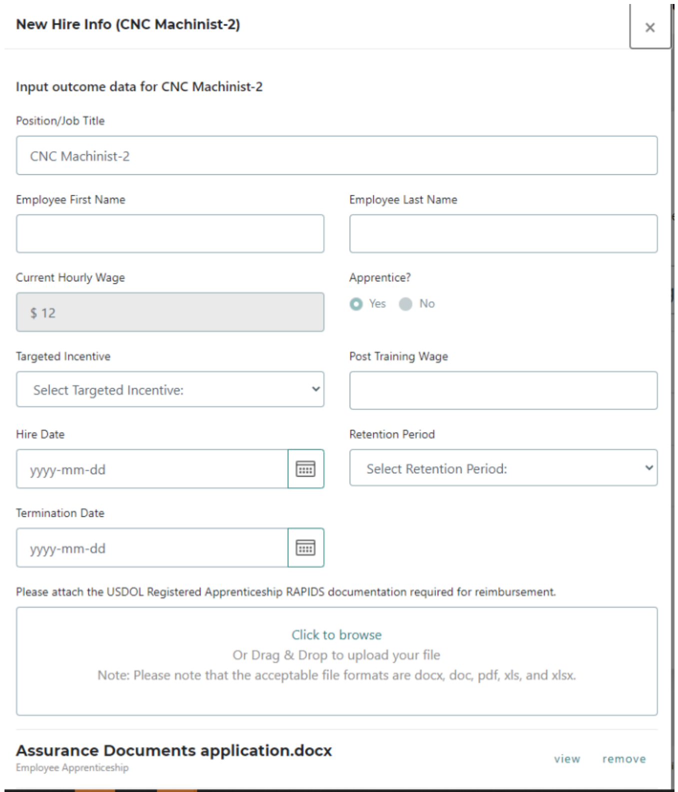
For each trainee, indicate the Targeted Incentive (if applicable), Post Training Wage, Hire Date, Termination Date (if applicable) and Retention Period.

Search Position, First Name, Last Name, Hourly Wage, Post Training Wage

Clear

Position	First Name	Last Name▼	Apprentice	Hourly Wage	Targeted Incentive	Post Training Wage	
CNC Machinist-2	John	Smith	Yes	$12.00	Older Worker	$18.00	edit
General Laborer (Assembler)-1-1			Yes	$12.00			edit
General Laborer (Assembler)-1-2			Yes	$12.00			edit

Continue



Step 2

The New Hire Info page will be displayed for the selected employee. Enter the first and last name for the new hire.

Step 3

Select a targeted incentive category if applicable.

Step 4

Enter a post training wage.

Step 5

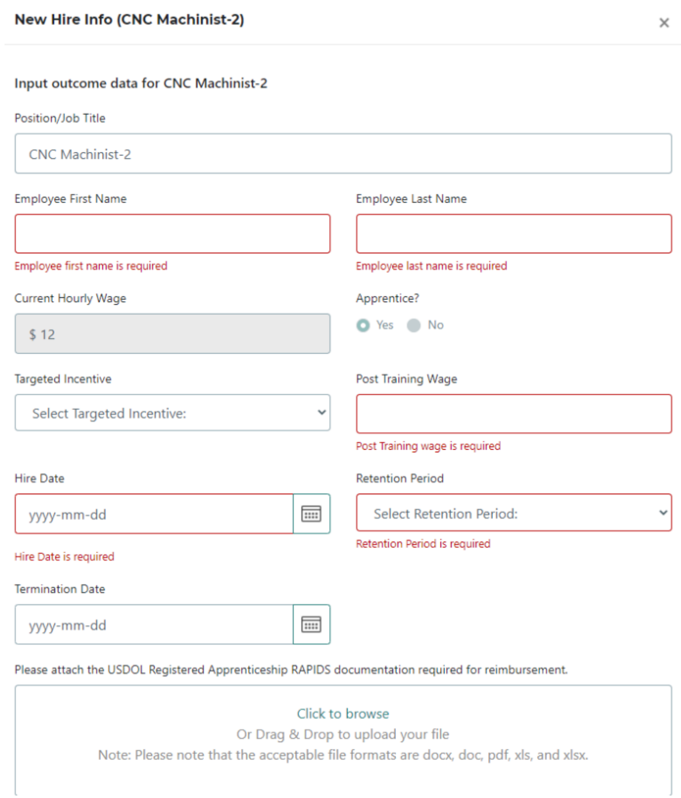
Select the date of hire.

Step 6

Select the 30, 60, or 90 day retention period if applicable. If retention is not applicable, select “Not Applicable”.

Step 7

If a 30 or 60 day retention period was selected, selected a termination date from the calendar icon. If a termination date was accidentally selected and needs to be removed, click into the date field and backspace to clear your selection.



Step 8
Upload apprenticeship documentation if the new hire is a first Year USDOL Registered Apprentice.

Step 9
Click “Save”. Notice First Name, Last Name, Post Training Wage, and Hire Date are required. Termination Date will be required if 30 or 60 day retention option is selected.

Step 10
Repeat steps 1 through 9 for all new hires.

Actual Employer Contribution

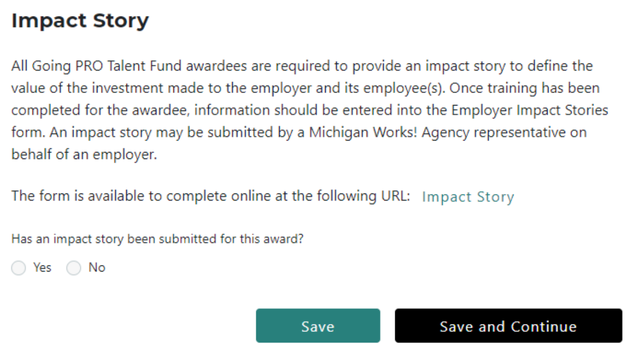
Step 1
Application details including the award amount, training cost, and original employer contribution will be displayed. These details will be grayed out and not available for editing. Towards the bottom of the page, locate the Actual Employer Contribution section. If there is any employer contribution beyond the amount automatically calculated by WBLOMS, enter the actual employer contribution amount.
Please note, the Actual Contribution/ Leveraged Funds must be entered in this section even if they have not changed from what was originally submitted. If there was any employer contribution do not leave the Actual Employer Contribution section blank.

Step 2
Click Save and Continue.

Impact Story

Step 1

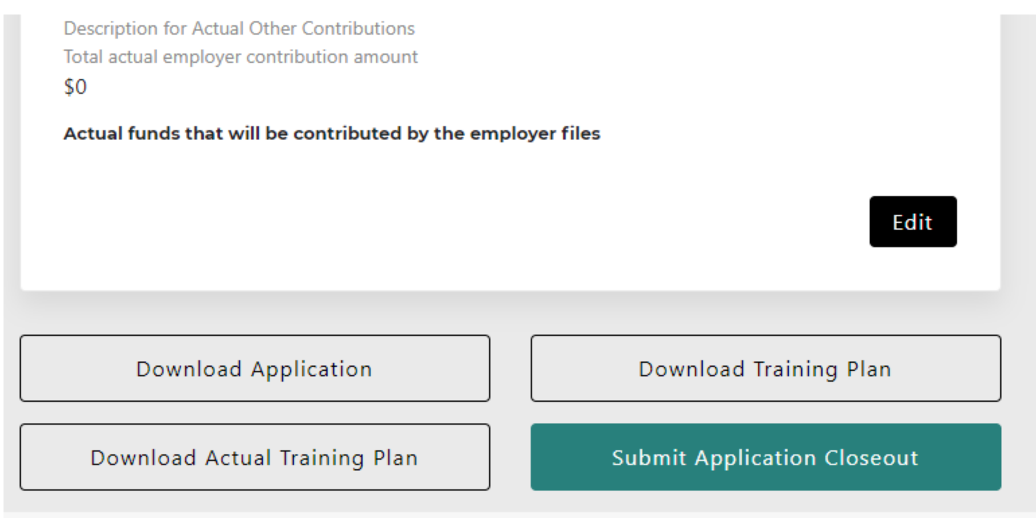
Indicate if an impact story has been submitted.



Submit Closeout to MWA

Step 1

Once all closeout details have been entered the closeout may be submitted to MWA. If the submit application closeout button is not active, return to previous sections. Be sure that post training wages have been entered for all current employees, and all details have been entered for each new hire.



Six-Month Verification

The option to begin entering six-month verification information will be available after closeout is approved by LEO-WD. Six-month Verification should occur six months after all training has been completed (including 90-day retention if applicable). Six-month verification can be initiated by the employer or can be completed by an MWA user on behalf of the employer.

Request Six-Month Verification

You will only be able to complete the steps in the section if the award is in “Award Closed” status. You may submit a request to begin six-month verification by following the steps in this section. Once the request is approved, an option to begin the six-month verification and enter current employee and new hire six-month post training outcomes will be available. The six-month verification must be submitted to and verified by the MWA.

Step 1

Next to the application on the employer dashboard, click “Request Verification”. The option to request six-month verification will be available for applications in the “Award Closed” status. A pop-up message will appear. Click “Ok” to continue. A success message will appear at the top of the page to confirm the request to begin six-month verification was submitted.

Reference#	FEIN	Site Name	Application Type	Status	MWAName	Modified	
21-00644	383630498	Dewitt	Independent	Award Closed	Capital Area Michigan Works!	08-30-2021 9:35 AM	View Request Verification

Step 2

An MWA Representative will review the request to begin six-month verification. If approved, the status will change to “Eligible for Verification”. Click “Start Verification”. A pop-up message will appear, click “Ok” to begin the six-month verification.

View Start Verification

Current Employee Six-Month Post Training Outcomes Section

Step 1

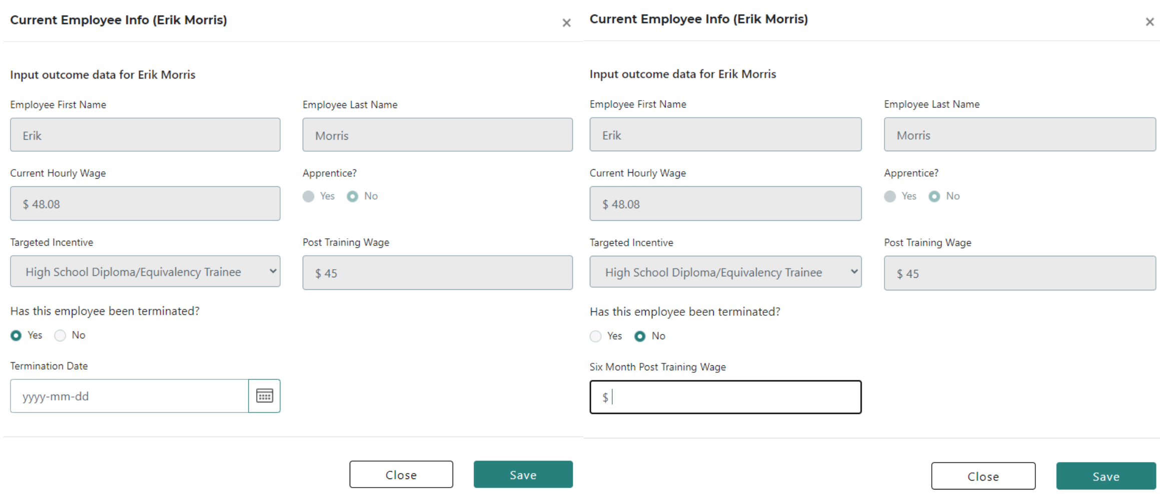
If you do not have current employees proceed to the New Hire Six Month Post Training Outcome Section.

You can search for a current employee by name or other details using the search bar at the top of the page. You can also filter by ascending or descending order by clicking the green column titles.

A list of all current employees who were marked as having completed at least one course will be displayed. To the right of the first employee on the list, click “Edit”.

Step 2

The Current Employee Info page will be displayed for the selected employee. Indicate if the employee has been terminated. If the employee has been terminated enter the date of termination. If the employee has not been terminated enter the six-month post training wage. Post training wage must be entered for all current employees who have not been terminated.



Step 3

Click “Save”. A success message will appear at the top of the screen.

Step 4

Repeat steps 1 through 3 for all current employees. Click continue

New Hire Six-Month Post Training Outcomes Section

Step 1

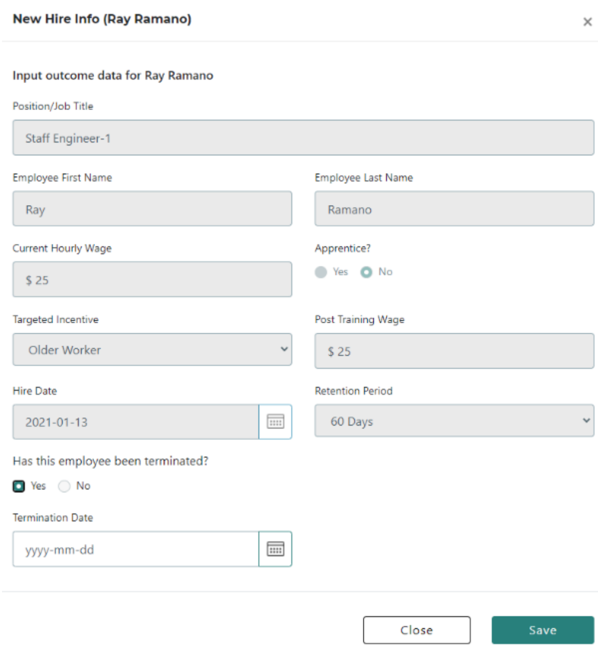
If you do not have new hires, use the check list on the left side of the screen to navigate to the Impact Story section.

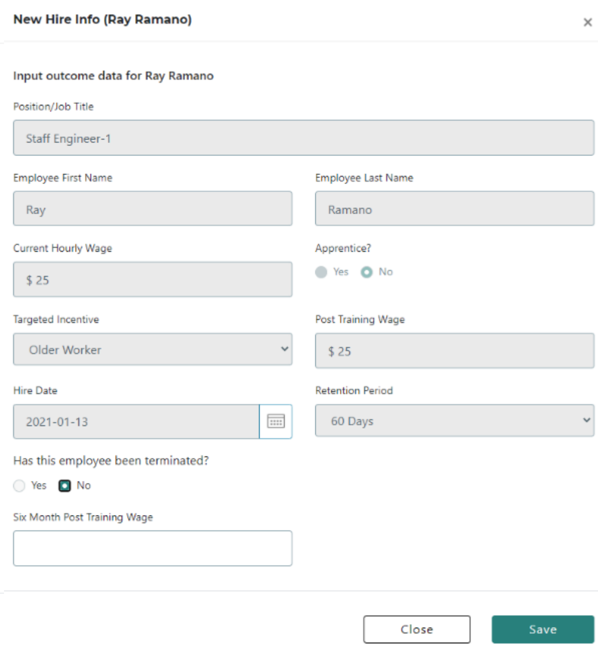
You can search for a new hire by name or other details using the search bar at the top of the page. You can also filter by ascending or descending order by clicking the green column titles.

A list of all new hires who were marked as having completed at least one course will be displayed. To the right of the first new hire on the list, click “Edit”.

Step 2

The New Hire Info page will be displayed for the selected new hire. Indicate if the new hire has been terminated. If the new hire has been terminated enter the date of termination. If the new hire has not been terminated enter the six-month post training wage. Post training wage must be entered for all new hires who have not been terminated.





Step 3

Click “Save”. A success message will appear at the top of the screen.

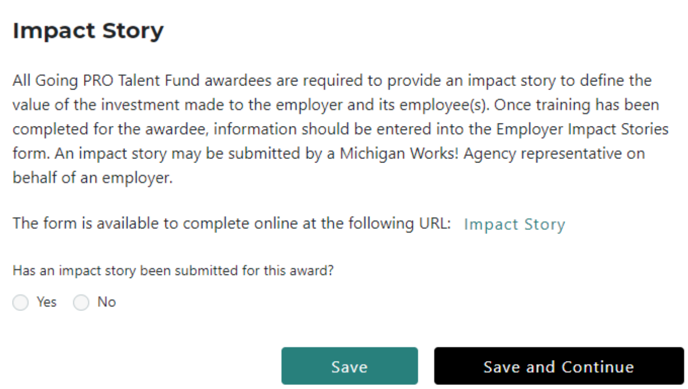
Step 4

Repeat steps 1 through 3 for all new hires. Click continue

Impact Story (At Six Month Verification)

Step 1

Indicate if an impact story has been submitted.



Six-month Verification Review and Submit

A summary of the impact story section will be displayed. If any edits are needed, click “edit” or use the menu on the left side of the screen to navigate to the appropriate section. Click “Submit Verification” to submit the six-month verification to the MWA.

If this button is not available, check that all six-month post training data has been entered for each employee. Additionally, check that “Yes” was selected in the impact story section.

Click “Download Actual Training Plan” to download a final version of the training plan that reflects all data that has been entered for each employee including six-month post training wage or termination date.