

Michigan Post-Secondary School User Guide – License Renewal

Table of Contents

- 1.0 Overview 2
- 2.0 Renew License..... 2
 - 2.1 Renew Application 2
 - 2.2 Payment 5
 - 2.2.1 Successful Payment..... 9
 - 2.2.2 Unsuccessful Payment 10
 - 2.3 Renewal Approval 10

1.0 Overview

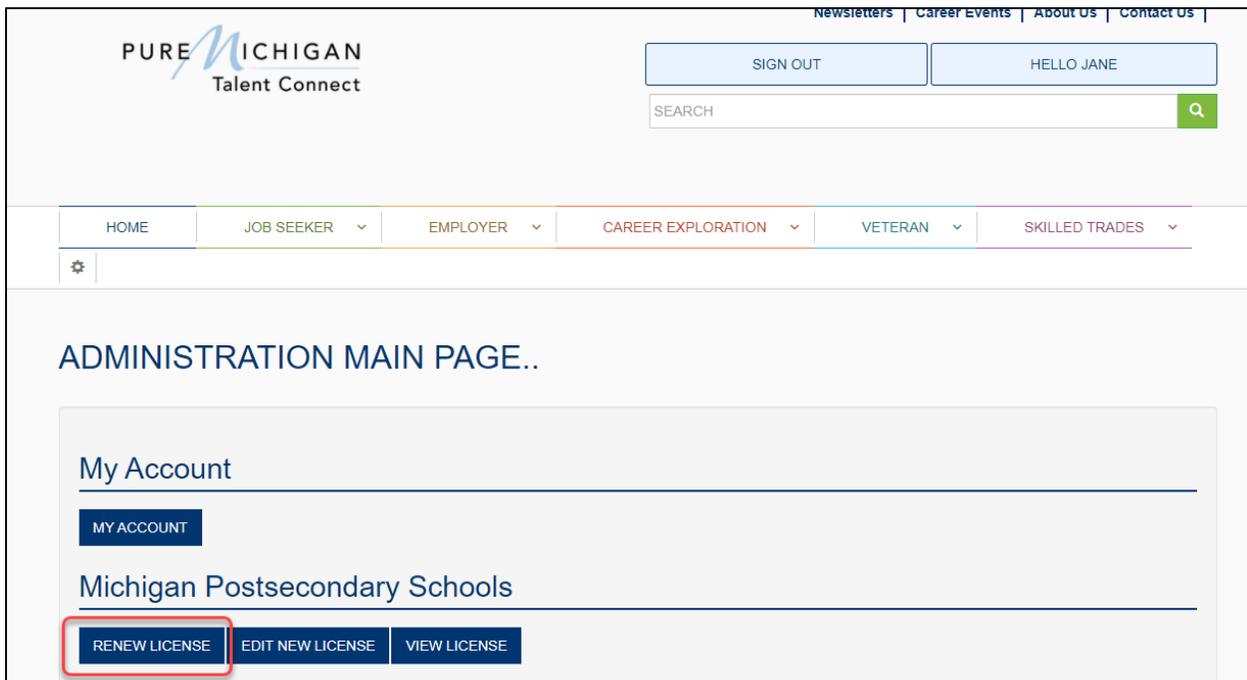
The goal of this application is to provide the Michigan Post-Secondary School Training Provider the ability to apply for a new license or renew an existing license. The Training Provider will access the application through the Pure Michigan Talent Connect (PMTTC) page.

<https://www.mitalent.org>

2.0 Renew License

2.1 Renew Application

To renew your license, you will need to sign into the MiPSS system and click on the [Renew License](#) button. Your license will be listed on the page 90 days prior to the license expiration date.



The screenshot displays the Pure Michigan Talent Connect website interface. At the top left is the logo for PURE MICHIGAN Talent Connect. To the right are buttons for 'SIGN OUT' and 'HELLO JANE', and a search bar with a magnifying glass icon. Below this is a navigation menu with links for HOME, JOB SEEKER, EMPLOYER, CAREER EXPLORATION, VETERAN, and SKILLED TRADES. The main content area is titled 'ADMINISTRATION MAIN PAGE..' and contains a 'My Account' section with a 'MY ACCOUNT' button. Below that is the 'Michigan Postsecondary Schools' section, which features three buttons: 'RENEW LICENSE' (highlighted with a red box), 'EDIT NEW LICENSE', and 'VIEW LICENSE'.

If your license is within the renewal window, click on the School Name to edit your license.

The screenshot shows the PURE MICHIGAN Talent Connect interface. At the top, there are navigation links for Newsletters, Career Events, About Us, Contact Us, and a language selector. Below this are buttons for SIGN OUT and HELLO PROVIDER, along with a search bar. A secondary navigation bar includes HOME, JOB SEEKER, EMPLOYER, CAREER EXPLORATION, VETERAN, and SKILLED TRADES. The main content area is titled 'LICENSE RENEWAL : 5 LICENSES' and features a 'Select Status' dropdown menu set to 'All Status'. There are buttons for 'RETURN TO ADMIN HOME' and a 'Show' dropdown set to '10 Records'. Below this is a table with the following data:

LICENSE NUMBER	SCHOOL NAME	LICENSE TYPE	CITY	LAST ACTION DATE	APPROVAL STATUS
8601000036	Northwestern Technological Institute	In-State Accredited Proprietary School	Southfield		Approved

Select the renewal fee and edit the bond information, as necessary.

The screenshot shows the 'RENEWAL FEE' and 'SURETY BOND' selection form. The 'RENEWAL FEE' section includes the following text: "Pursuant to R 390.569, the renewal fees are based on the number of student starts during the period of Jul 01, 2021 to Jun 30, 2022. Calculate the school's renewal fee by selecting the box that represents your school's starts." Below this are two columns of radio button options:

- 25 or fewer students (\$455)
- 51 to 100 students (\$890)
- 151 to 200 students (\$1,180)
- 251 to 300 students (\$1,505)
- 351 to 400 students (\$1,785)
- 451 to 500 students (\$2,085)
- 26 to 50 students (\$755)
- 101 to 150 students (\$1,045)
- 201 to 250 students (\$1,350)
- 301 to 350 students (\$1,635)
- 401 to 450 students (\$1,940)
- 500 + students (\$2,200)

The 'SURETY BOND' section includes the following text: "Pursuant to R390.562a (3) (a), an accredited school shall provide evidence of surety of not less than the amounts listed below. You must attach a current surety bond, rider, or continuation certificate (1 year, 3 year, or continuous). The amount is based on the number of students who attended your school between Jul 01, 2020 and Jun 30, 2021." Below this are three radio button options:

- 1-100 full-time equated students (\$5,000)
- 101-500 full-time equated students (\$7,500)
- 501-1,000 + full-time equated students (\$10,000)

Below the radio buttons are four input fields with red asterisks and question mark icons:

- Bond Number : 8290929
- Coverage Amount : 7500.00
- Insurance Company Issuing Bond : The Cincinnati Insurance Company
- Period for Surety Bond : 07/01/2020 to 07/01/2020

Upload your documents and check the assurance boxes. Click on the [Renew License](#) button.

UPLOAD DOCUMENT : Schools offering distance education exclusively are not required to submit a fire inspection or certificate of occupancy, a drawing of the instructional facility and may not be required to submit an equipment list, if there is no equipment provided to students. In addition, only schools that are accredited by an accrediting agency recognized by the United States Department of Education must submit proof of accreditation. County health inspections are required for schools that utilize a pool or food preparation as well as for schools that offer programs in tattooing and microblading, and possibly other subjects. Medical Waste Producing Facility Registrations are required for most schools offering phlebotomy, dental assisting, nursing, tattooing and microblading, and possibly other subjects.

At this time, each applicant school is required to upload something for each item listed before they can complete this section of the application. Based on the explanation above, if there is an area that does not apply to your school, please prepare a page for each of those items that states that the school provides distance education or doesn't provide instruction in any program that requires a health inspection or a medical waste producing facility registration and upload that page in lieu of the actual document.

At this time schools may only upload one attachment for the Position Descriptions. If you are submitting more than one position description, save them together as a file and the upload the entire file.

* Surety pursuant to MCL 395.102b - if in the form of a Surety Bond it No file chosen
must be payable to the State of Michigan, in the name of the school, to indemnify students for loss due to the closing of the school, in an amount as provided in rule 2a, R 390.562a. (Must be a minimum of \$5, 000)
:

* Proof of accreditation, if applicable : No file chosen

Additional Notes / Comments :

ASSURANCES : On behalf of my educational institution, I hereby attest to the following:

- * I certify that the statements in this document are true and completed. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law.
- * I hereby request renewal of my proprietary school license. I understand that I must abide by Public Act 148 of 1943 and its rules, and failure to do so may result in license revocation and/or criminal prosecution.
- * I am aware that I must inform the Proprietary School Unit before my school changes location, before adding programs or personnel, or before the school closes. In the event of school closure, I am aware that I must surrender the student transcripts immediately to the State of Michigan.
- * I certify that all personnel meet the requirements under Public Act 148 of 1943 and its rules and all personnel credentials will be retained by the school and available for inspection.
- * I agree not to advertise in any way that may be construed as false or misleading and that only approved program offerings appear in advertising; this includes all publications such as, but not limited to, traditional advertising, catalogs, websites and social media. All advertising will be retained by the school and available for inspection.
- * I understand that according to Public Act 148, R 390.565, Rule 5; a catalog or comparable publication shall be available to each student. I certify that the catalog or comparable publication provided to students is true and correct as to all conditions of attendance. I am aware that this catalog is subject to inspection for compliance with the requirements of Public Act 148 and its rules. Failure to adhere to these requirements can result in license revocation.
- * I understand that only Department approved programs may be offered by the school.

04/27/2021

Signature Signature Date

The below popup window is displayed. Click on the [OK](#) button to continue.

test-jobs.mitalent.org says

Please make sure the data you have entered is appropriate and verified before you continue. Click OK to continue or Cancel to view the data you entered. Thank You!

2.2 Payment

The Payment page is displayed. Review information and click on [Complete Payment](#) button.

MAKE PAYMENT

PAYMENT : Complete license fee payment and submit license application for approval.

School Name :	Specs Howard School of Media Arts
School Location :	Southfield, MI
License Type :	In-State Accredited Proprietary School
License Number :	8601000006
License Fee :	\$1,180.00
Late Fee :	NA
Total Amount Payable :	\$1,180.00
Payment Status :	Pending

You will be directed to our payment website for payment method. Select your method of payment and click on the [Next](#) button to continue. The [Back](#) or [Exit](#) button will take you back to the previous page.

 
Payment Method
LEO Postsecondary Renewals Payment Request
<p>Paying on-line is quick, easy, secure, and is available to you 24 hours a day, 7 days a week. This secure website allows you to pay using an electronic check or a MasterCard, Visa, or Discover credit/debit card. Please allow 3-10 business days for your payment to be recorded as paid.</p> <p>This on-line service is a payment site only and will not display payment history. If you have questions regarding your payment history, please email LEO-PSS@michigan.gov.</p>
<p>* Indicates required field</p> <div>Choose method of payment <input type="radio"/> Pay by electronic check * Account Type: <input type="text" value="Personal"/> <input type="radio"/> Pay by credit card  <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/></div>
<p>Important Information Regarding Debit Blocks Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.</p> <p>If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID 9044030366 authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.</p>
<p>International ACH Transactions (IAT) Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment</p>

The Payment Information page will be displayed.

LEO Department of Labor and Economic Opportunity 

Payment Information

LEO Postsecondary Renewals Payment Request

Billing Address information is not required; please scroll down to the Payment Method Section to enter your credit card information.
To continue the payment process, click the "Next" button in the box below.
If you entered a valid email address, the confirmation email will be received from noreply@fiserv.com

* Indicates required field

Billing Address	
<input type="checkbox"/> Use Business Name	
*First Name:	<input type="text"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text"/>
*Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text" value="Select State"/>
*Zip:	<input type="text"/>
*Country:	<input type="text" value="UNITED STATES"/>
*Phone:	<input type="text"/>
*E-Mail:	<input type="text"/>

Payment Details	
*Payment Amount: 1180.00 USD	
Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 9:59 PM ET will be executed on the next valid banking day.	

Payment Method	
*Name On Account:	<input type="text"/>
*Account Number:	<input type="text"/> What's This?
*Re-Type Account Number:	<input type="text"/>
*Routing Number:	<input type="text"/> What's This?
*Account Type:	<input checked="" type="radio"/> Checking <input type="radio"/> Savings

Back **Next** **Exit**

Enter the required payment information and click on the [Next](#) button. The [Back](#) button will take you back to the Payment Method page. The [Exit](#) button will take you to the Make Payment page.

The Payment Review page will be displayed. Click on the [Pay Now](#) button to submit your payment. The [Back](#) button will take you back to the Payment Information page. The [Exit](#) button will take you to the Make Payment page.

LEO Department of Labor and Economic Opportunity										
Payment Review										
LEO Postsecondary Renewals Payment Request										
To confirm your payment information, click on "Pay Now" in the box below.										
<table border="1"><tr><td>Address</td></tr><tr><td>Billing Address: Jane Doe 201 N washington lansing, MI 85284 (517) 222-1111 collinst7@michigan.gov</td></tr><tr><td>Payment Method</td></tr><tr><td>Electronic Check Checking x4433 272479663</td></tr><tr><td>Payment Amount</td></tr><tr><td style="text-align: center;">Amount: 1180.00 USD</td></tr><tr><td style="text-align: center;">Total: 1180.00 USD</td></tr><tr><td>Today, being 4/27/2021, by entering my routing and account number above and clicking "Pay Now," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as indicated above and, if necessary, to have my account electronically credited to correct erroneous debits. I understand that my payment will be processed within 1-3 banking days. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.</td></tr><tr><td style="text-align: right;">Back Pay Now Exit</td></tr></table>		Address	Billing Address: Jane Doe 201 N washington lansing, MI 85284 (517) 222-1111 collinst7@michigan.gov	Payment Method	Electronic Check Checking x4433 272479663	Payment Amount	Amount: 1180.00 USD	Total: 1180.00 USD	Today, being 4/27/2021, by entering my routing and account number above and clicking "Pay Now," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as indicated above and, if necessary, to have my account electronically credited to correct erroneous debits. I understand that my payment will be processed within 1-3 banking days. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.	Back Pay Now Exit
Address										
Billing Address: Jane Doe 201 N washington lansing, MI 85284 (517) 222-1111 collinst7@michigan.gov										
Payment Method										
Electronic Check Checking x4433 272479663										
Payment Amount										
Amount: 1180.00 USD										
Total: 1180.00 USD										
Today, being 4/27/2021, by entering my routing and account number above and clicking "Pay Now," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as indicated above and, if necessary, to have my account electronically credited to correct erroneous debits. I understand that my payment will be processed within 1-3 banking days. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.										
Back Pay Now Exit										

2.2.1 Successful Payment

If Payment is successful, the below message and page will be displayed. An email notification will be sent to the primary email address that was entered on the application informing you of your successful submission of the application. In addition, an email will be sent to the email address entered on the payment information page notifying you of payment confirmation.

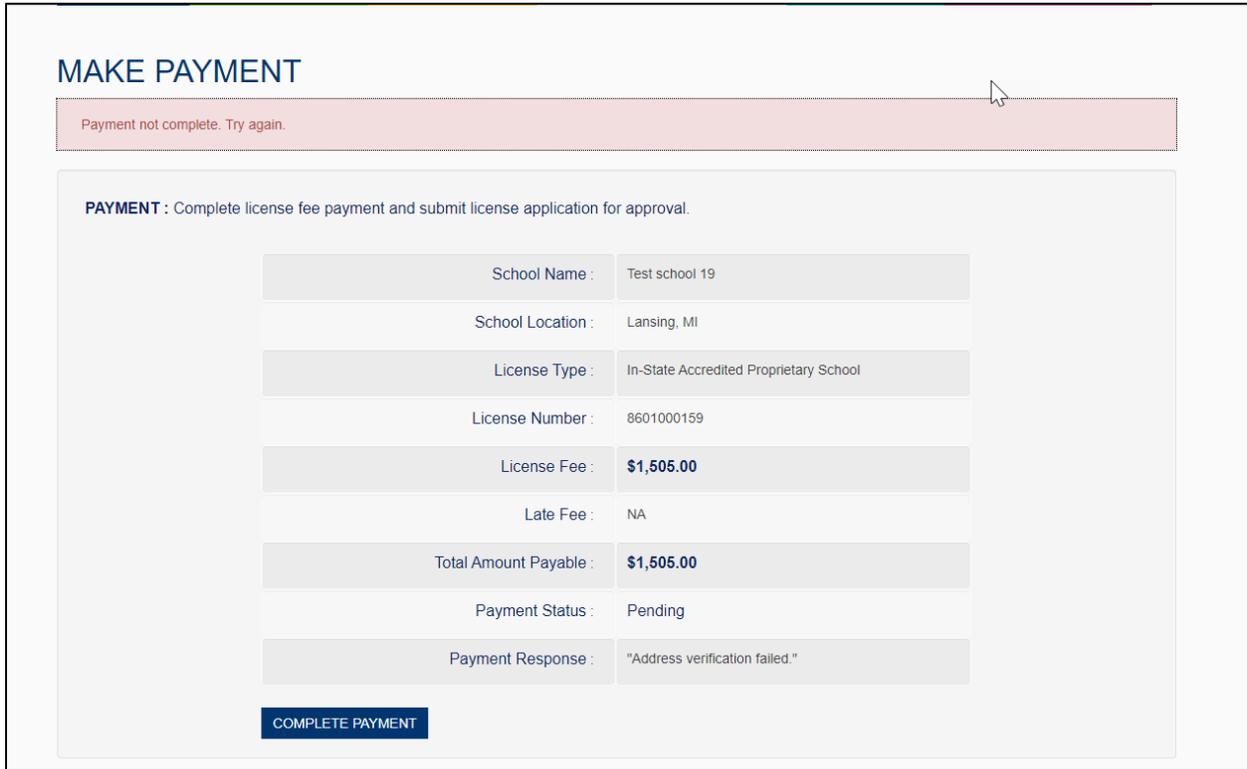
Congratulations in successfully completing your application! Please allow 10 business days for our team to review your application. You will receive an email notice announcing a) your application has been approved, along with where to access and print your new permit, or b) additional information or documentation is required in order for us to grant approval. Should you have any immediate questions, please contact us at pss@michigan.gov.

School Name :	Specs Howard School of Media Arts
School Location :	Southfield, MI
License Type :	In-State Accredited Proprietary School
License Number :	8601000006
License Fee :	\$1,180.00
Late Fee :	NA
Total Amount Payable :	\$1,180.00
Payment Status :	Success
Paid Amount :	1.00
Payment Card Type :	NA
Confirmation Number :	21042713797187
Authorization Code :	1234
Transaction Information :	NA
Payment Date :	4/28/2021 12:00:00 AM

[RETURN TO RENEWALS](#)

2.2.2 Unsuccessful Payment

If payment is unsuccessful, the Payment Status will be Pending with a corresponding message with the steps that need to be taken to resolve the payment. In the below scenario, you would need to try the payment again due to an address verification issue. You would click on the [Complete Payment](#) button and try again.



The screenshot displays a web interface titled "MAKE PAYMENT". At the top, a red banner contains the message "Payment not complete. Try again." Below this, a gray box contains the instruction "PAYMENT : Complete license fee payment and submit license application for approval." The main content is a table with the following details:

School Name :	Test school 19
School Location :	Lansing, MI
License Type :	In-State Accredited Proprietary School
License Number :	8601000159
License Fee :	\$1,505.00
Late Fee :	NA
Total Amount Payable :	\$1,505.00
Payment Status :	Pending
Payment Response :	"Address verification failed."

At the bottom of the gray box, there is a blue button labeled "COMPLETE PAYMENT".

2.3 Renewal Approval

Upon submitting your license renewal, the PSS staff will validate your renewal license for approval.

Request Additional Information

If more information is needed prior to approving your renewal license, you will receive an email sent to your primary contact email address stating what additional information is needed prior to your license being approved.

You will need to sign into your account and click on the [Renew License](#) button. You will see your license listed on the page.

Click on the School Name to edit your license.

Newsletters | Career Events | About Us | Contact Us | Select Language ▼

PURE MICHIGAN Talent Connect

SIGN OUT HELLO PROVIDER

SEARCH

HOME JOB SEEKER ▼ EMPLOYER ▼ CAREER EXPLORATION ▼ VETERAN ▼ SKILLED TRADES ▼

⚙️

LICENSE RENEWAL : 5 LICENSES

Select Status :

[RETURN TO ADMIN HOME](#) 1 Show

* Click on Header for sorting

LICENSE NUMBER	SCHOOL NAME	LICENSE TYPE	CITY	LAST ACTION DATE	APPROVAL STATUS
8601000036	Northwestern Technological Institute	In-State Accredited Proprietary School	Southfield		Approved

Follow the instructions in the email that you received or read the message at the top of the page.

HOME JOB SEEKER ▼ EMPLOYER ▼ CAREER EXPLORATION ▼ VETERAN ▼ SKILLED TRADES ▼

⚙️

LICENSE RENEWAL

DEADLINE AND PENALTIES : If your current license expires on Jun 30, 2021, once renewed, the new license will expire on Jun 30, 2024; however, all licenses must be renewed every year. If you fail to submit this renewal application, and/or fail to meet all renewal requirements by the expiration date of your license, you cannot legally operate as a Proprietary School and may be subject to disciplinary action if you continue to practice. An additional \$79.00 late fee must be submitted with this renewal application if you renew after Jul 30, 2021. Renewals will not be processed if received after Oct 01, 2021. Reapplication will be required if received after Oct 01, 2021.

Incomplete Notice Description :

- You must submit a surety bond or bond rider and continuation certificate effective from Jul 01, 2021 to Jun 30, 2022
- You submitted the Surety Bond for Jul 01, 2020 - Jun 30, 2021. Please submit the Surety Bond that is effective from Jul 01, 2021 to Jun 30, 2022.

- LICENSE DETAILS

School/Institution Name :	Northwestern Technological Institute
Individual/Legal Entity (owns school) :	Kings II Corporation
License Number :	8601000036
Website :	
Physical Address 1 :	24800 Northwestern Hwy
Physical Address 2 :	

Click on the [Renew License](#) button and the PSS staff will validate your license for approval.

requirements can result in license revocation.

* I understand that only Department approved programs may be offered by the school.

jane doe 05/11/2021

Signature Signature Date

[RENEW LICENSE](#) [CANCEL](#)

Approved

If your license is approved, you will receive an email sent to your primary contact email address stating that the license you submitted is approved.

You will be able to sign into your account and click on the [View License](#) button to view and download your license.

ADMINISTRATION MAIN PAGE..

My Account

[MY ACCOUNT](#)

Michigan Postsecondary Schools

[RENEW LICENSE](#) [EDIT NEW LICENSE](#) [VIEW LICENSE](#)

The View License page is displayed. Click on the [Download License Certificate](#) button to view/print your school license.

VIEW LICENSES

Test School

In-State Accredited Proprietary School
License Number : 8601000161
Expiration Date : 06/30/2024

[DOWNLOAD LICENSE CERTIFICATE](#)