
MIOSHA

Consultation Education and Training (CET) Division
Michigan Occupational Safety and Health Administration (MIOSHA)
Department of Labor and Economic Opportunity (LEO)

DIVISION INSTRUCTION

DOCUMENT IDENTIFIER:
CETD-ADM-11-1R4

DATE:
November 6, 2024

SUBJECT: MIOSHA Training Institute (MTI) Scholarship Procedures

- I. Purpose. This instruction establishes procedures for issuing MIOSHA Training Institute (MTI) scholarships.
- II. Scope. This instruction applies division-wide.
- III. References.
 - A. [MTI Frequently Asked Questions \(FAQs\)](#).
 - B. [MTI Scholarship Application](#).
- IV. Distribution. MIOSHA Staff; Federal OSHA; S-drive Accessible; MIOSHA Messenger; and Internet Accessible.
- V. Cancellations. All previous versions of this division instruction.
- VI. Next Review Date. This instruction will be reviewed three years from date of issuance.
- VII. History. History of previous versions includes:
 - CETD-ADM-11-1R3, July 29, 2021
 - CET-ADM-11-1R2, July 19, 2018
 - CET-ADM-11-1R1, May 20, 2015
 - CET-ADM-11-1, July 8, 2011
 - CET-MEMO-ADM-09-3, August 17, 2009
- VIII. Contact. [Gloria Keene](#), MTI Program Coordinator
- IX. Originator: [Tarah M. Kile](#), Division Director
- X. Background. The MTI Scholarship program was established in 2009 to:
 - A. Increase attendance in MTI seminars.
 - B. Increase the number of Level One and Level Two certificate holders.
 - C. Provide a financial incentive for employers to send employees to MTI seminars.
- XI. Significant Changes. Added language to include boot camps for scholarship eligibility, which are a grouping of individual MTI seminars scheduled to provide students with an MTI certificate in a compressed timeframe. See Chapter XII.
- XII. Scholarship Allocation. MIOSHA has allocated funds for MTI scholarships. Scholarships will cover 50% of an MTI seminar fee (including boot camps). The scholarships may be used for any publicly offered MTI seminar with the exception of pilot seminars. Scholarships will be awarded on a first-come, first-served basis. Generally, there will be no limit to the number of MTI scholarships awarded per MTI course, as well as no limit

to the number of MTI scholarships for which an applicant may apply. However, CET administration has the discretion to limit the number of scholarships awarded per company or the number of scholarships awarded per seminar. If allotted funds are used before the end of the fiscal year, the scholarship application will be removed from the MIOSHA website and replaced with a statement about future funding.

- XIII. **Scholarship Application Process.** All applicants must submit a completed MTI scholarship application for each MTI seminar or boot camp. Scholarship applications will not be accepted more than three months prior to the start date of the selected seminar. Applications must be received no later than three weeks prior to the seminar start date.

All applications should be submitted electronically. MIOSHA staff should not distribute hard copies of the application. Staff are encouraged to direct applicants to the MIOSHA website. For promotional purposes, MTI FAQs will be available on the MIOSHA website.

Applications are submitted through the MTI Scholarship Application Form Management System. This webpage will be checked weekly for application notifications. All applicants will receive an email response from CET within five working days of submission. Scholarships requested later than three weeks prior to the seminar start date will be considered on a case-by-case basis. CET will email notification to the applicant when an application is approved. The email notification from CET will serve as the scholarship recipient's only written confirmation of the approval.

- XIV. **Scholarship Recipient Responsibilities.** It is the scholarship recipient's responsibility to register for the seminar after they have received written confirmation of the approval. The written confirmation of the approval will inform the scholarship recipient to complete seminar registration within five business days. The confirmation will include the co-sponsor's contact information for obtaining scholarship specific registration information.

In the event the seminar is full or cancelled, the approved scholarship cannot be transferred to another MTI seminar. The scholarship recipient must submit a new application for another MTI seminar.

In the event the scholarship recipient has an emergency that prevents attendance they must contact CET and the MTI seminar's co-sponsor. The co-sponsor's refund policy will apply to the scholarship recipient's portion of the seminar fee.

- XV. **Co-sponsor Responsibilities.** The email confirmation to approved scholarship recipients will also be sent to the co-sponsor of the selected MTI seminar. This email from CET will serve as the co-sponsor's only written confirmation of the approval. From the time the confirmation is received, the co-sponsor will reserve space for the scholarship recipient for five business days. If the scholarship recipient does not complete registration, the co-sponsor will notify CET by replying to the confirmation email.

At the completion of the MTI seminar, co-sponsors will invoice CET for each student receiving a scholarship. The invoice should be for 50% of the seminar fee. In the event the scholarship recipient cancels their registration, it is the co-sponsor's responsibility to invoice CET in accordance with the co-sponsor's refund policy. In the event the scholarship recipient is a no-show, no call, CET will still pay the co-sponsor 50% of the

seminar fee. The co-sponsor may still bill the scholarship recipient for the remaining seminar fee.

- XVI. **Scholarship Invoicing.** The co-sponsor is responsible for sending an invoice to CET for scholarship reimbursement. Invoices will only be paid when CET has received all required seminar paperwork. CET will verify that the invoice and scholarship application information match. The invoice is then entered in Statewide Integrated Governmental Management Application (SIGMA) for payment to the co-sponsor.
- XVII. **Scholarship Recordkeeping.** CET will maintain an MTI scholarship tracking log. CET will maintain a list of no-shows and inform the applicant that they may be prohibited from applying for future scholarships, unless they provide “good cause” for not attending. MTI scholarship data will be reviewed prior to allocating scholarship funds for the next fiscal year.