Transcript: Youth Employment Permit Portal (YEPP) Demo

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Speaker: Michigan's Youth Employment Permit Portal was built to create one connected, transparent process for youth employment permits. Young workers, employers, parents or legal guardians, and schools each have a defined role. The journey begins with the young worker. For the young worker, the process starts with a clear view of what to do and what comes next. A guided application brings together the student's information and identifies the school, employer, and parent or legal guardian. The application is followed from its first steps through submission and status tracking.

The journey begins on the My Work Permit page, where the student can see the full path from application to certificate to an issued work permit. With no application started yet, the student selects Start Application. As the journey moves forward, this page becomes a central place to understand where the permit stands and what remains to be completed. The system guides the student through each required step. Basic contact information is brought into the application, while the progress guide shows what has been completed and what comes next. The application collects identification and demographic information, including the last four digits of the student's Social Security number. These details support the identity and application information needed as the permit moves forward. The guided experience also captures accessibility and accommodation information to keep relevant needs part of the overall process. The student confirms their home address using the platform’s search feature, which keeps information consistent and accurate.

This is where the process begins to connect other participants. The young worker selects the parent or legal guardian who will participate, review information, and later provide confirmation or consent. Because the work permit exists within an education context, the application asks about the student's current enrollment status. The student provides recent grade information and identifies the school associated with the application. The platform connects the student with an identified school record rather than relying on free-form text. It also captures the student's school schedule, identifying the days attended and the start and end times. When schedules are consistent, the system can efficiently apply information across multiple days. This school context supports review of the proposed employment schedule later.

As the application continues, employment-related questions establish additional context. The student indicates whether the job involves a parent or guardian’s business or farm and identifies the company or work site through a structured search tool. Once selected, the

employer and worksite contacts become part of the application. The student selects the employer contact who should be notified, either from existing contacts or by entering new information. Before submission, the student reviews profile, address, school, and employer information in one consolidated review. This ensures accuracy before acknowledgment. Once submitted, the system processes the application and shows the young worker what happens next: the employer will review job information and the parent or guardian will complete their part. The student receives updates throughout the process and can track status from the applications page.

With the young worker's portion complete, the employer begins their role. The employer defines job duties, equipment, proposed schedule, and pay. The employer starts on the Job Authorization dashboard, reviews applications awaiting attention, and begins providing job details. They may choose a saved job template or begin manually. The employer confirms whether the job involves parent or guardian employment, then selects job categories and duties that describe the position. Selected duties appear in a summary that documents specific tasks. The employer enters the job title and identifies tools and equipment. The system displays the student's school schedule alongside employment limits, allowing the employer to enter a proposed schedule that fits within required guidelines. Start dates, workdays, and hours are entered. Shared hours can be applied across multiple days, and breaks can be added. The employer records pay details, including tips and hourly wage.

Before submitting, the employer verifies whether they can confirm the young worker's age. A final Review and Submit step gathers job information together. Employers review job classification, duties, title, equipment, and edits if needed. Acknowledgments of accuracy and employer responsibilities are completed. The permit remains pending until parent or guardian and state approvals are complete. When the employer submits the authorization, the system confirms that it is being reviewed. Submission updates appear on the dashboard. Employers may also view issued certificates from the Certificates page, where summary cards show active, suspended, revoked, or inactive permits. The certificate list identifies young workers, expiration dates, and status. The employer can open the certificate details to see the official record, including certificate number, type, issue date, status, and restrictions. This provides a clear source for confirming authorization.

Next, the parent or guardian's role begins. They review proposed employment information, understand the job, and provide consent when required. In this example, no parental action is required because the job does not involve conditions needing caregiver approval. The dashboard makes this clear but still gives visibility into applications that may require attention. Once a certificate is issued, parents can review it, confirm status, and download

a copy as needed. This keeps families connected without allowing them to alter official records.

The school also participates when necessary. Although Michigan reduced the school's role in the initial permit process, schools remain connected to the employment record. From the Certificates dashboard, a school can view certificate status and review student records. Schools may take action when education concerns arise, such as suspending a certificate due to poor attendance. The suspension workflow lets the school define an end date, record the reason, and add supporting notes. The system brings suspension details into one review. If no further action is taken, the certificate returns to active status automatically. The school administrator reviews an acknowledgment explaining responsibilities and the temporary nature of suspension. Once confirmed, the suspension is recorded, updating the certificate status and preserving the decision in history. This supports accountability and provides context for future actions, including revocation if necessary.

Finally, the state's oversight perspective brings the entire journey together. The state reviews records, participants, statuses, actions, and history across the full permit life cycle. Active certificates, applications awaiting action, time-to-decision metrics, suspensions, end dates, and appeals help identify areas needing oversight. Visibility with context—who must act, what happened, and what should be reviewed next—is essential. Distinct statuses for certificates, permits, and appeals ensure clarity. The connected process provides a comprehensive view rather than just digitizing a paper form.

The transcript concludes by thanking the viewer for exploring Michigan's Youth Employment Permit Portal and acknowledging the connected roles of young workers, employers, parents or guardians, schools, and the state. Each contributes to a shared record and a clear, supportive process that keeps young workers at the center.