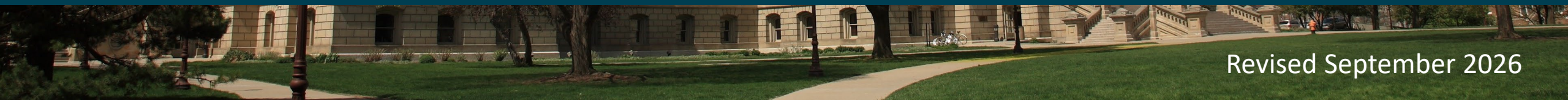
MAERS

Online Adult Learning Plan

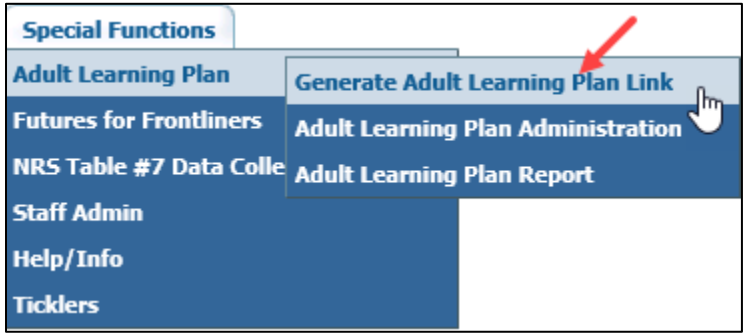
Michigan Department of Labor & Economic Opportunity – Workforce Development



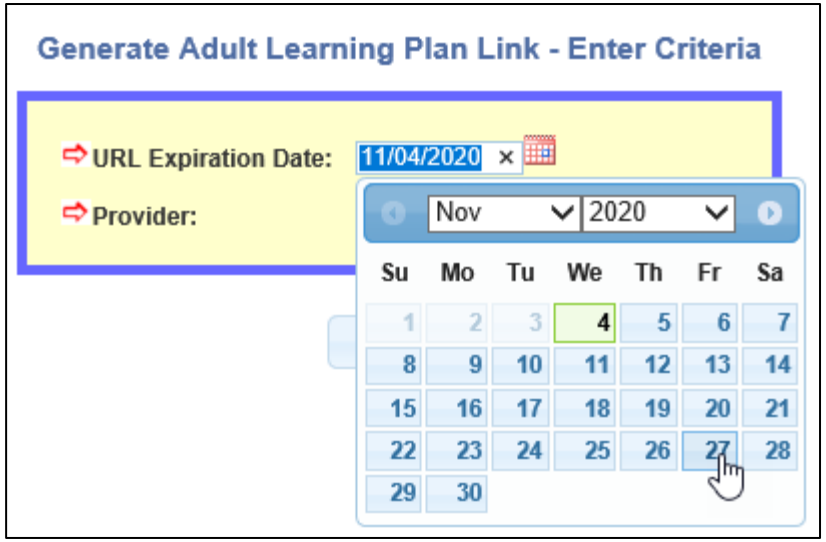
Revised September 2026

Creating a URL

- ❑Click on the Generate Adult Learning Plan Link



- ❑Select the expiration date of the URL
  - ❑ The URL Expiration Date will default to 30 days from today's date
  - ❑ The URL will be active through the expiration date selected
  - ❑ The URL Expiration Date can be changed to be a date earlier than the default date

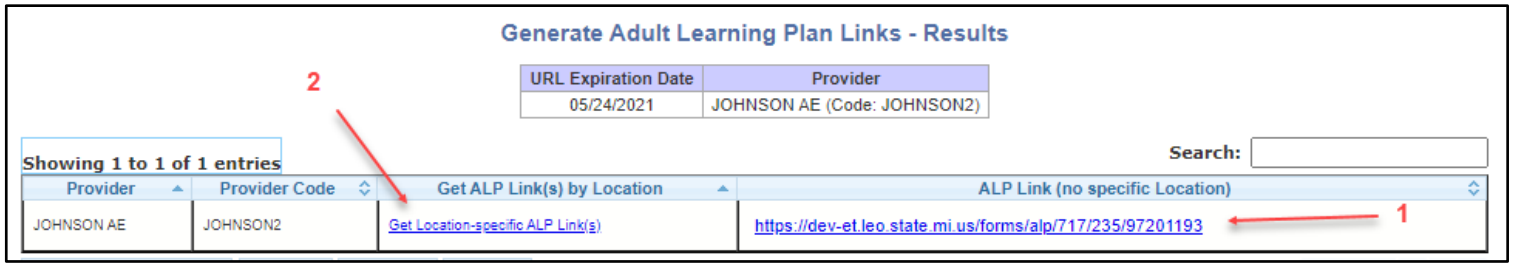


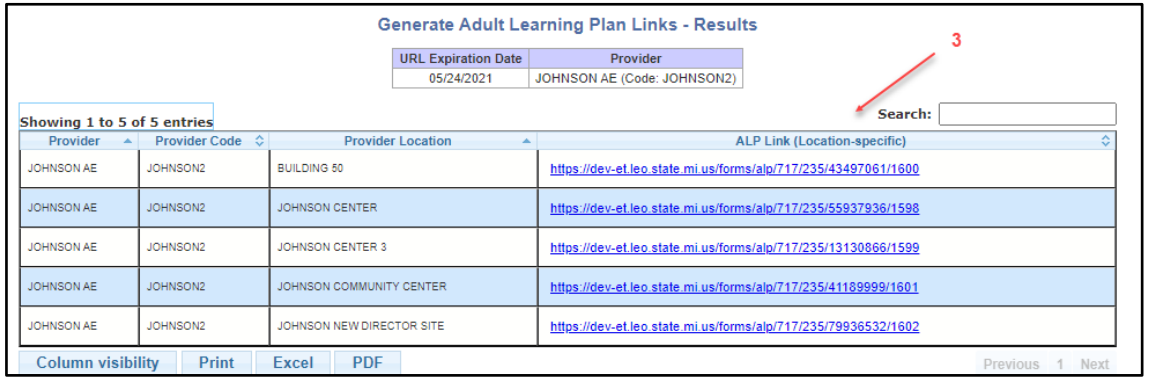
- ❑Click Submit

Creating a URL cont.

1. A unique URL displays which will access the online ALP document for the specified provider.
2. If a program has more than one class location and needs to specify a location for the applicant, click on the Get Location-specific ALP Links to generate links for each class location
3. A URL will be created for each class location.

- The unique URL can be used by one or multiple applicants up to the URL expiration date.

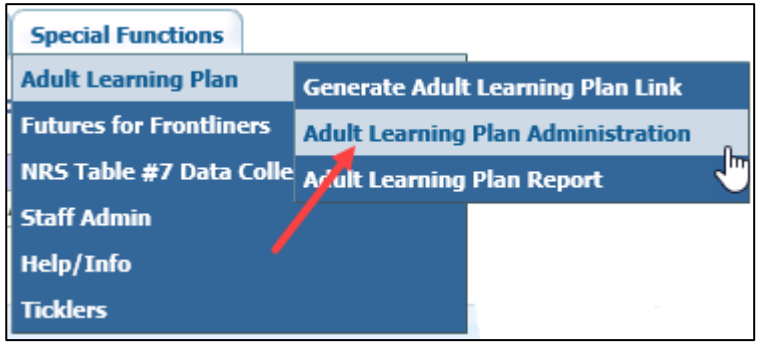




- For an adult education learner to receive this URL link, the program would need to:
  - Copy and paste the URL and send to the learner electronically
    - The adult education learner would then click on the link to launch the online ALP
  - Copy/Paste or type the URL into a browser
    - Click Enter to launch the online ALP

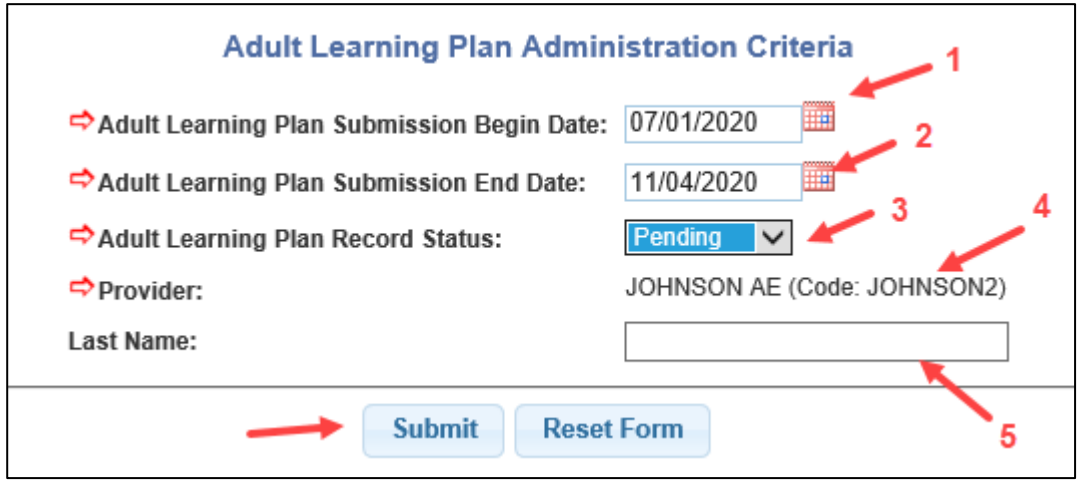
Reviewing Submitted Online ALPs

❑ Click on the Adult Learning Plan Administration link



❑ Select the needed criteria

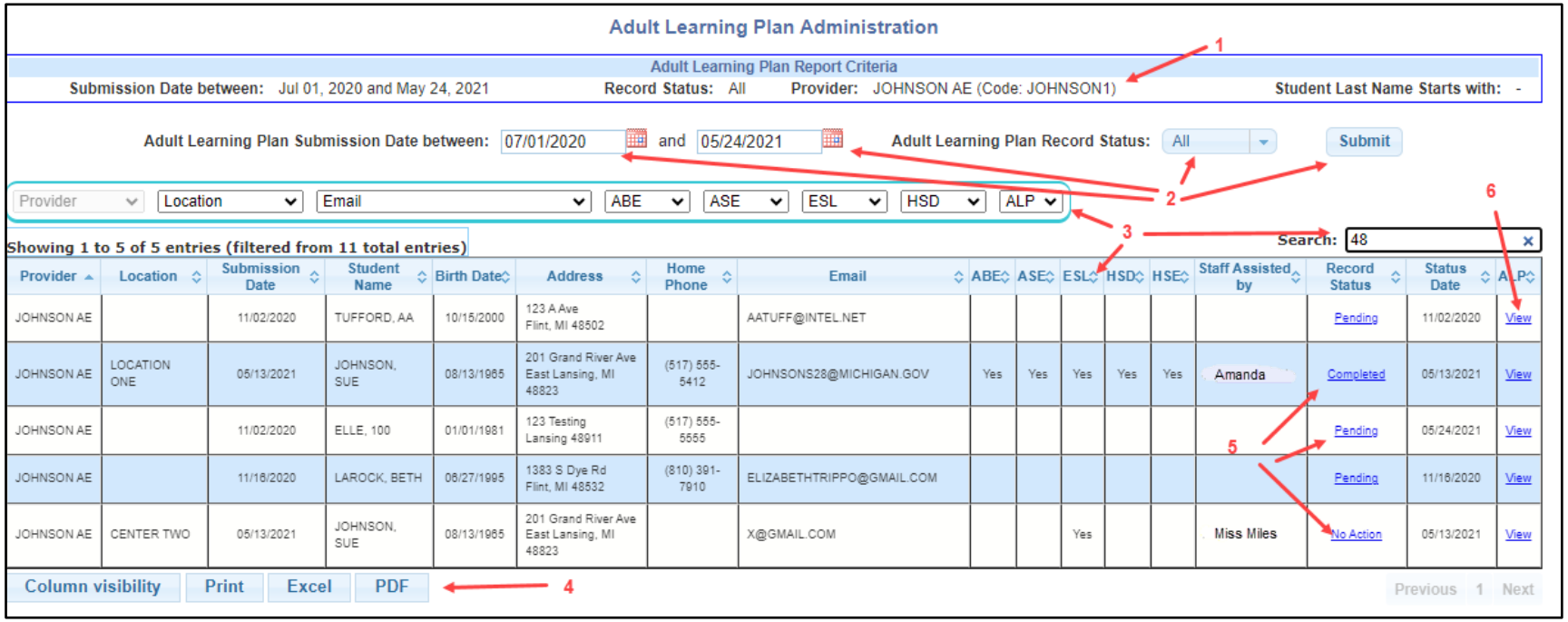
1. Submission Begin Date defaults to 07/01/XXXX of that current program year
   - The Begin Date will update to 07/01/XXXX of the new program after the September 17th deadline
2. Submission End Date defaults to today's date
3. Record Status defaults to Pending
   - Record status can also be viewed for All, Completed or No Action
4. Provider will display based on the MAERS User ID
5. Optional to filter by an applicants Last Name



❑ Click Submit to view online ALPs

Reviewing Submitted Online ALPs cont.

1. Criteria selected to run the list of online ALPs
2. Ability to change the criteria then click Submit
3. Various filters to sort or search for specific data
4. Print, export or hide columns as needed
5. Click on the Record Status to navigate to the applicable MAERS screen
   - Pending will do a search for existing participants
   - Completed will navigate to the participant's Registration
   - No Action will navigate to a search screen
6. Click View to display and/or print the completed online ALP



Provider	Location	Submission Date	Student Name	Birth Date	Address	Home Phone	Email	ABE	ASE	ESL	HSD	HSE	Staff Assisted by	Record Status	Status Date	ALP
JOHNSON AE		11/02/2020	TUFFORD, AA	10/15/2000	123 A Ave Flint, MI 48502		AATUFF@INTEL.NET							Pending	11/02/2020	View
JOHNSON AE	LOCATION ONE	05/13/2021	JOHNSON, SUE	08/13/1965	201 Grand River Ave East Lansing, MI 48823	(517) 555-5412	JOHNSONS28@MICHIGAN.GOV	Yes	Yes	Yes	Yes	Yes	Amanda	Completed	05/13/2021	View
JOHNSON AE		11/02/2020	ELLE, 100	01/01/1981	123 Testing Lansing 48911	(517) 555-5555								Pending	05/24/2021	View
JOHNSON AE		11/18/2020	LAROCK, BETH	08/27/1995	1383 S Dye Rd Flint, MI 48532	(810) 391-7910	ELIZABETHTRIPPO@GMAIL.COM							Pending	11/18/2020	View
JOHNSON AE	CENTER TWO	05/13/2021	JOHNSON, SUE	08/13/1965	201 Grand River Ave East Lansing, MI 48823		X@GMAIL.COM			Yes			Miss Miles	No Action	05/13/2021	View

Processing a Registration

1. Click on the Pending link under the Record Status column

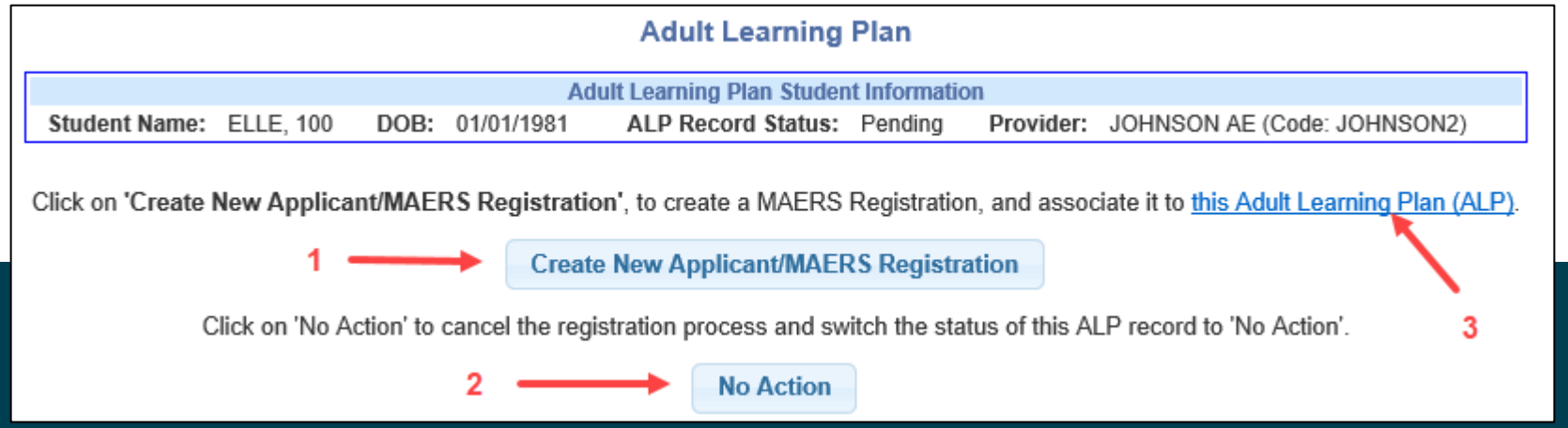
Provider	Location	Submission Date	Student Name	Birth Date	Address	Home Phone	Email	ABE	ASE	ESL	HSD	HSE	Staff Assisted by	Record Status	Status Date	ALP
JOHNSON AE	CENTER TWO	05/13/2021	ELLE, 100	01/01/1981	201 Grand River Ave East Lansing, MI 48823		X@GMAIL.COM			Yes			Ellen	Pending	10/23/2023	View

2. An automatic search in MAERS takes place to look for an existing record with the same name and date of birth
   - If no match is found, see page 9
   - If an exact match is found, see page 10
   - If a possible match is found, see page 11

Processing a Registration – New Applicant

If the participant does not have a MAERS record, a new registration record can be created in MAERS:

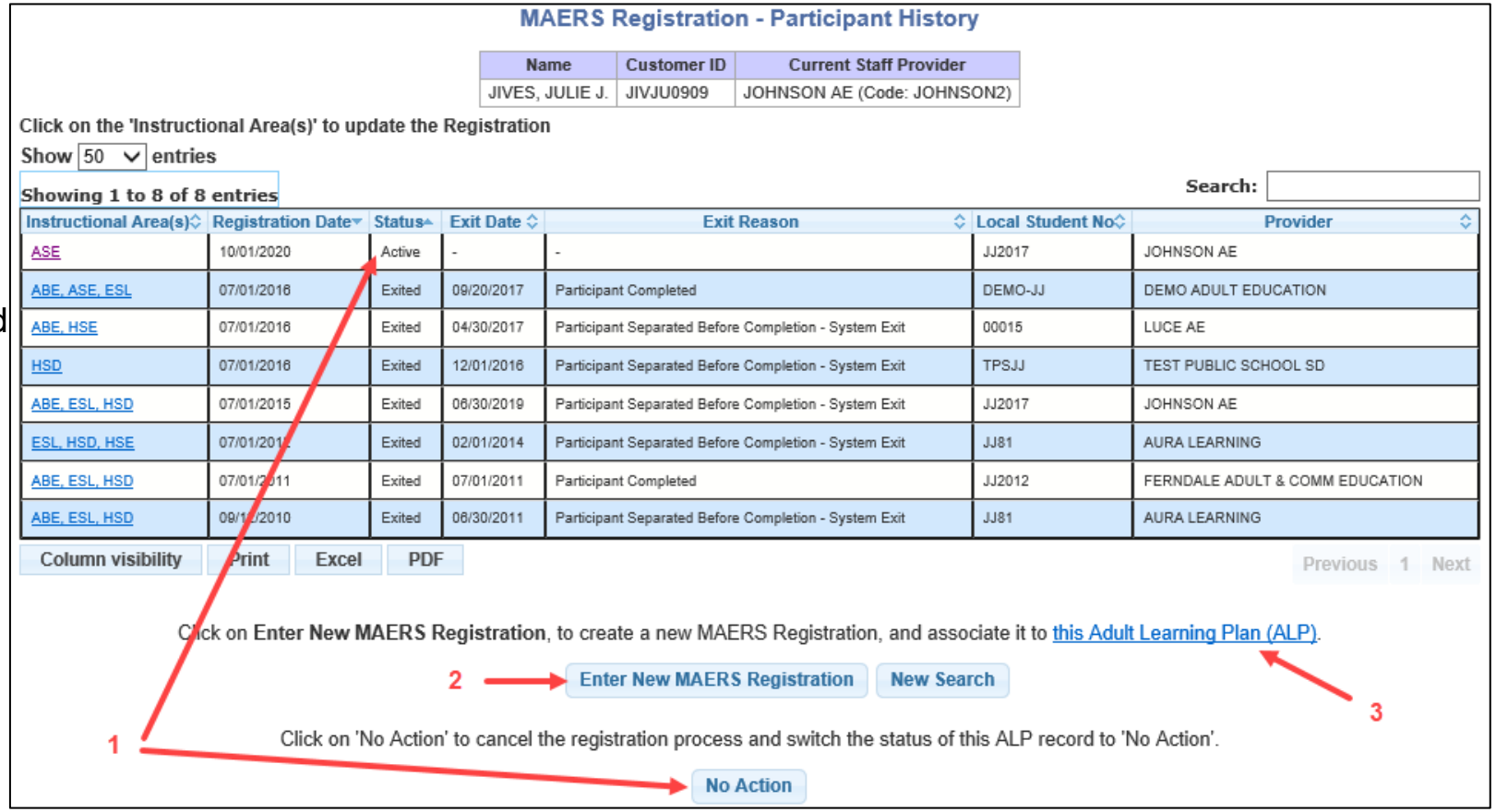
1. Click the Create New Applicant /MAERS Registration button to navigate to the MAERS Registration screen.
   - The submission from the ALP will automatically upload into the Registration
     - The Instructional Areas and Registration Date will need to be entered by data entry staff
     - Some fields that are not required in the online ALP may need to be manually entered into the Registration
2. Click the No Action button if the online ALP should not be uploaded into MAERS as a Registration
   - No Action status can be filtered and managed later from the Adult Learning Plan Administration link
   - No Action status can be changed back to pending if it is determined a Registration is needed
3. Click on the Adult Learning Plan (ALP) link to display and/or print the completed online ALP



Processing a Registration – Existing MAERS Participant

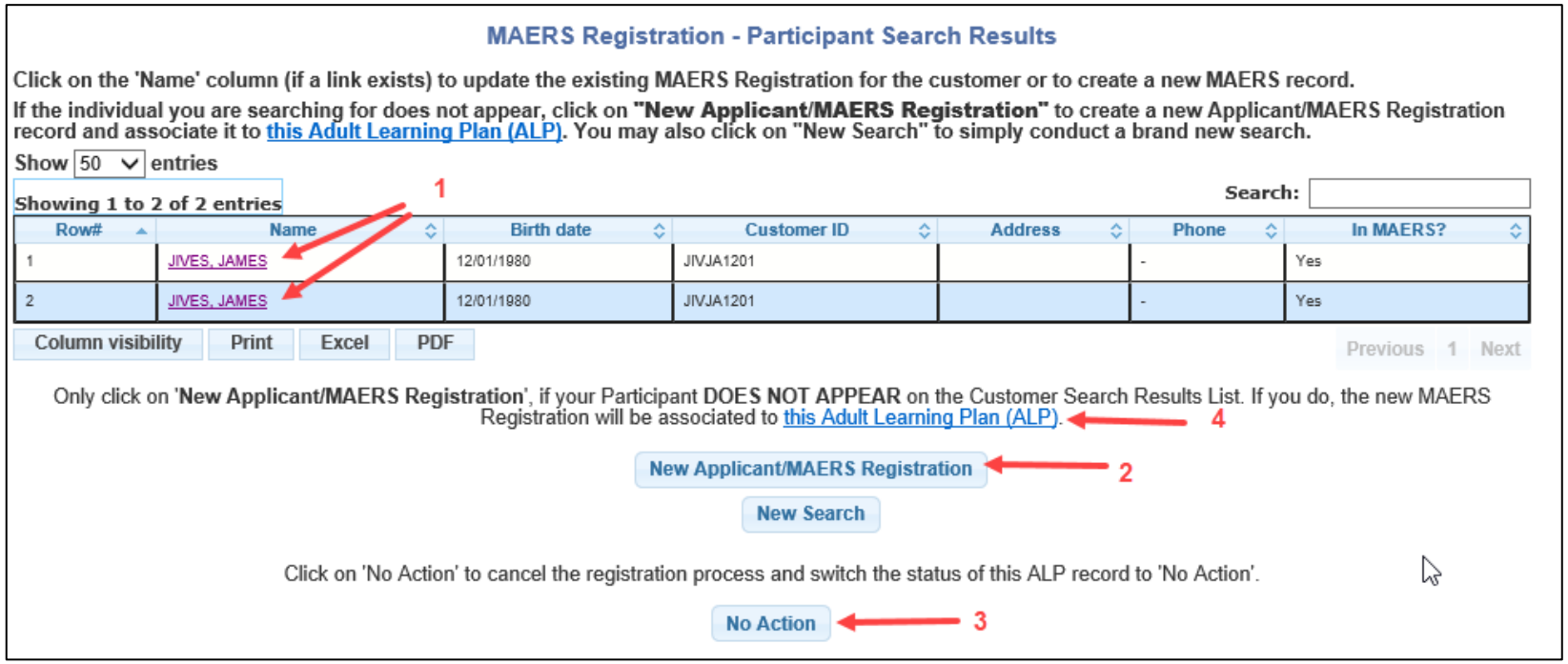
If a participant is an exact match with an existing MAERS participant, the Participant History screen will display to determine next steps:

1. If the participant is already active in the program, click on No Action
   - No Action status can be filtered and managed later from the Adult Learning Plan Administration link
   - No Action status can be changed back to pending if it is determined a Registration is needed
2. If the participant is not currently active in the program, click on Enter New MAERS Registration
   - The submission from the ALP will automatically upload into the Registration
     - The Instructional Areas and Registration Date will need to be entered by data entry staff
     - Some fields that are not required in the online ALP may need to be manually entered into the Registration
3. Click on the Adult Learning Plan (ALP) link to display and/or print the completed online ALP



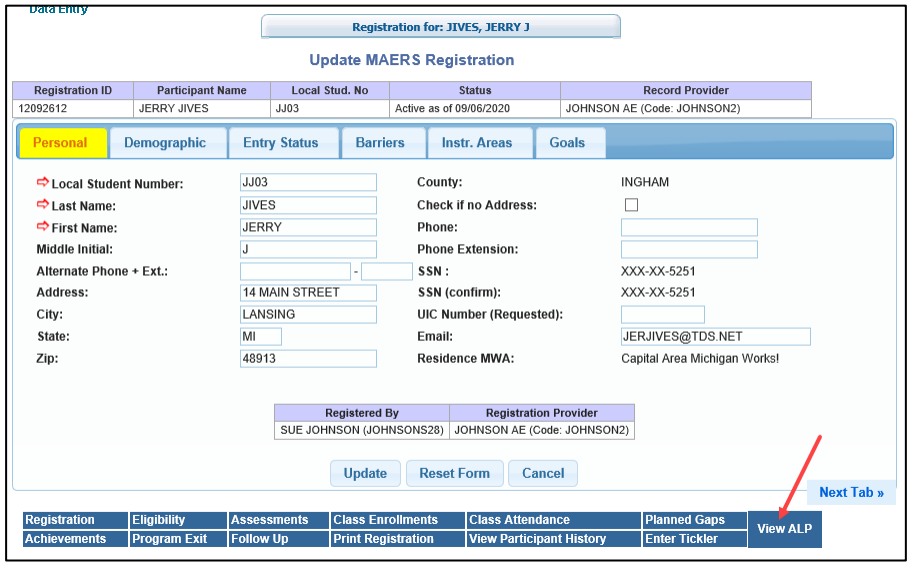
Processing a Registration – Existing MAERS Participant cont.

If the participant matches more than one MAERS record, the Participant Search Results screen will display to determine next steps:



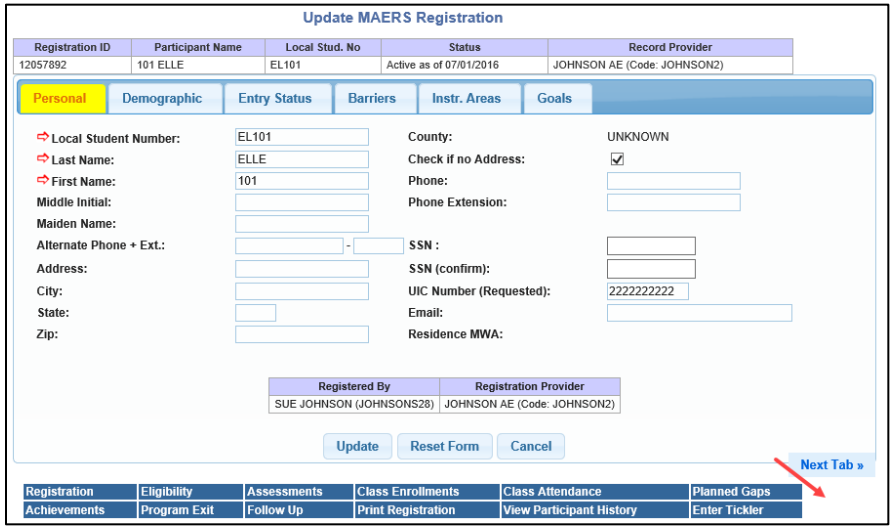
1. Click on the Name links to review the existing records
   - If one of the existing records is a matching participant, follow the steps on page 10
2. If the existing records are not a match to the participant, click on New Applicant / MAERS Registration and complete the registration
3. Click the No Action button if the online ALP should not be uploaded into MAERS as a Registration.
   - No Action status can be filtered and managed later from the Adult Learning Plan Administration link
   - No Action status can be changed back to pending if it is determined a Registration is needed
4. Click on the Adult Learning Plan (ALP) link to display and/or print the completed online ALP

Identifying an Online ALP Registration



A registration created from an online ALP will have an additional footer button labeled View ALP.

Registrations manually entered from a paper ALP will not have this additional footer button.



Identifying an Online ALP Registration cont.

A consolidated version of the completed online ALP is available on several screens as previously noted. This can be printed into a one-page (front/back) document for the participant's file.

Adult Learning Plan

Personal	
Last Name	JIVES
First Name	JERRY
Middle Initial	J
Address1	14 MAIN STREET
Address2	PO BOX 14
City	LANSING
State	MI
Zip	48913
Email	JERJIVES@TDS.NET
Demographic	
Birth Date	03/03/1993
Place of Birth	PARIS, FRANCE
Sex	Male
Number of Pre School-Aged Children (0-5)	1
Number of School-Age Children (K-12)	3
Veteran	No
Hispanic/Latino	No
African American	Yes
American Indian/Alaskan	No
Asian	No
Hawaiian or Pacific Islander	No
White	No
Entry Status	
Highest Educational Level or Degree Attained	Grades 9-12 (no diploma)
U.S. Based Education?	No
Labor Status	Employed
Employer Name	Frank's Landscaping
Hourly Wage	$ 010.00
Hours per Week	20

Barriers	
Child Care	Yes
Cultural Barriers	No
Current/Prior Foster Care Youth	No
Digital Literacy	Yes
Disabled (Physical/Mental Impairment)	No
Displaced Homemaker	No
Exhausting TANF w/in 2 years	No
Ex-Offender	No
Homeless	No
Learning Disabled	No
Low Income	Yes
Long Term Unemployed (27+weeks)	No
Migrant/Seasonal Farm Worker	No
Single Parent	Yes
Substance Abuse	No
Transportation:	No
Other Barrier(s)	Yes
Other Barrier(s) Details	Language
Goals	
Function At or Above 9th Grade Level (ABE only)	Yes
Achieve English Language Proficiency (ESL only)	Yes
Retain Employment	Yes
Achieve Citizenship Skills	Yes
Increase Involvement in Community Activities	Yes
Involvement in Children's Education	Yes

Notice of Data Sharing

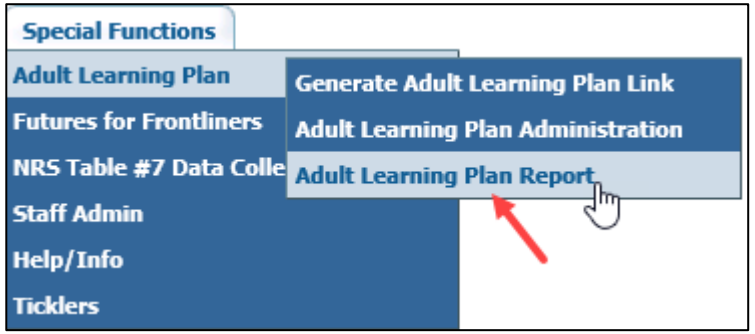
NOTICE OF DATA SHARING Participant registration information will be used to research and evaluate the effectiveness of adult education programs in Michigan through data sharing with other data systems, such as employment and wage records, high school equivalency testing, and college records. The State of Michigan does not report or publish an individual/s performance results, only statewide and program totals. The Workforce Development Agency will not disclose an individual/s Social Security number and will comply with all laws and regulations governing Social Security number use and client privacy.

Office Use Only

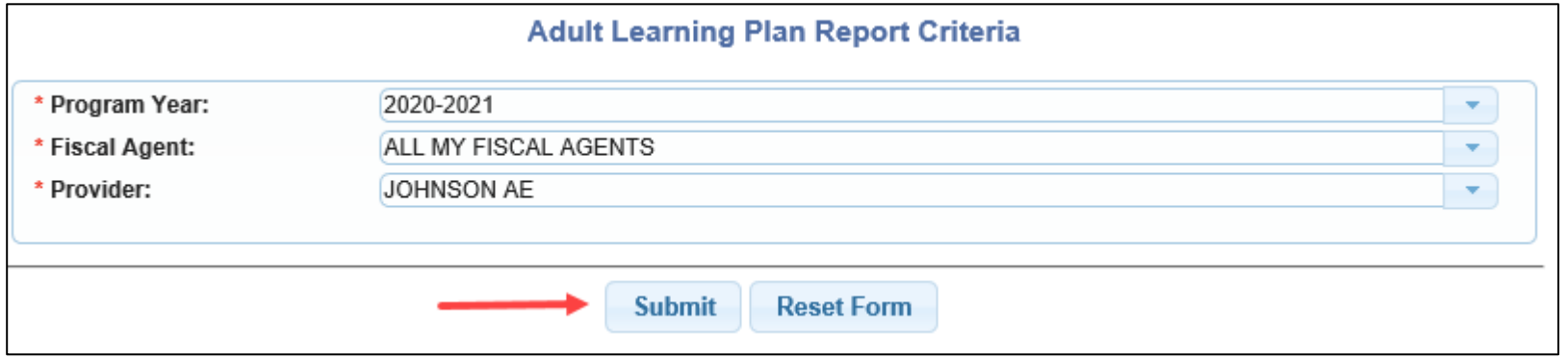
Adult Learner e-Signature:		Date ALP Submitted
JERRY JIVES		10/29/2020 01:51:15 PM
MAERS Provider	**ALP Status**	**ALP Status Date**
JOHNSON AE (Code: JOHNSON2)	Completed	10/29/2020

Online ALP Report

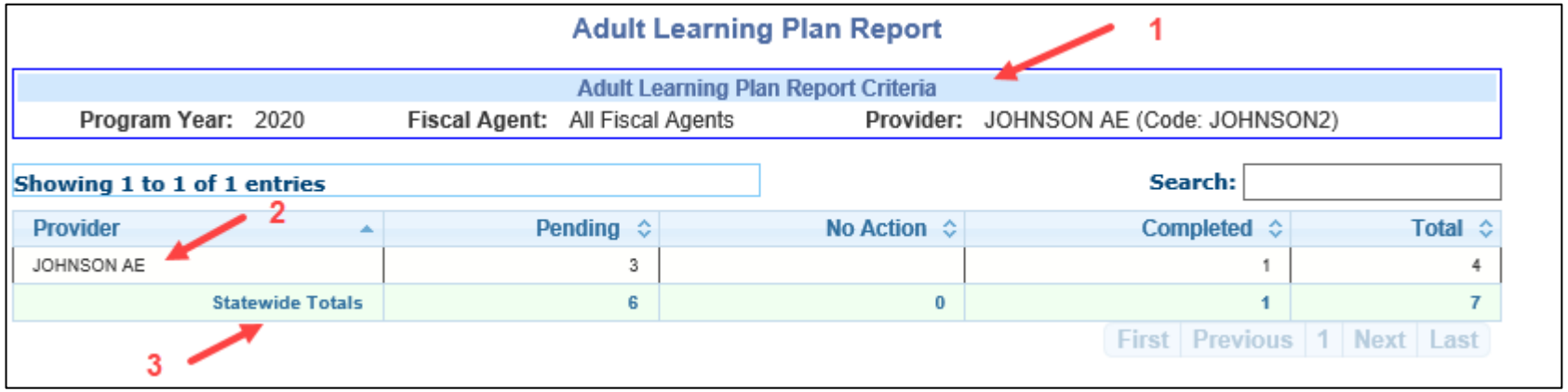
❑ Click on the Adult Learning Plan Report link



❑ Select needed parameters to run the report then click Submit



Online ALP Report cont.



1. Report parameters selected
2. Provider name with status of Pending, No Action, Completed and Total online ALP counts
3. Statewide Totals with status of Pending, No Action, Completed and Total online ALP counts

Michigan Department of
Labor and Economic Opportunity –
Workforce Development
Michigan.gov/Workforce