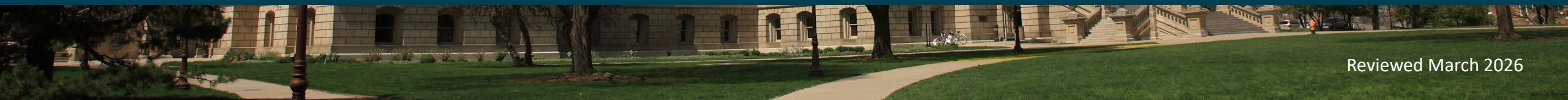
# MAERS

## Training Activity Module for IET and Special Programs Funding

Michigan Department of Labor & Economic Opportunity - Employment and Training



Reviewed March 2026

# Training Activity Module – What's Covered

- ❑ Overview
- ❑ Eligible Participants
  - Eligibility module
    - Funding Source
    - Program Type
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- ❑ Entering a Training Activity
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# Overview

When a program provides adult education classes concurrently with workforce preparation activities and workforce training for specific occupations, the collection of the training activity with training attendance hours is required.

A new module has been added to MAERS titled Training Activities.
This module will collect the training information, including attendance and results, for participants eligible for ***State School Aid, Section 107 Special Programs funding*** and for participants in a WIOA ***Integrated Educational and Training (IET) program***.

# Eligible Participants

The training activity module is required for participants with the following funding source and/or program type due to having adult education classes accompanied by a training component:

- ***State School Aid Act, Section 107 Special Programs funding*** *and/or*
- ***Integrated Education and Training program type (IET)***
  - Training reported as IET must be a component of an IET plan approved in the WIOA, Title II grant application.

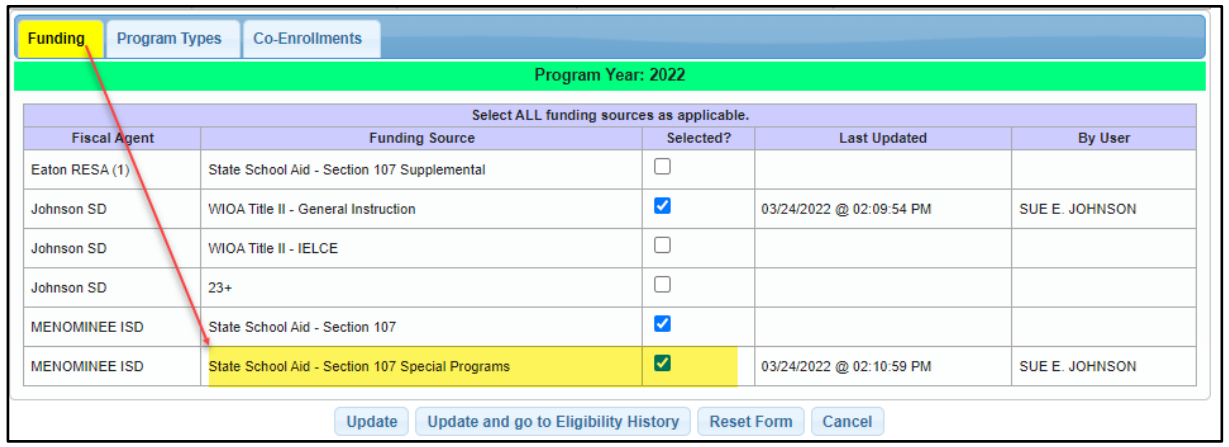
Completing training activities will be optional for all other program types and funding sources.

- Attendance will not be collected for the optional participants

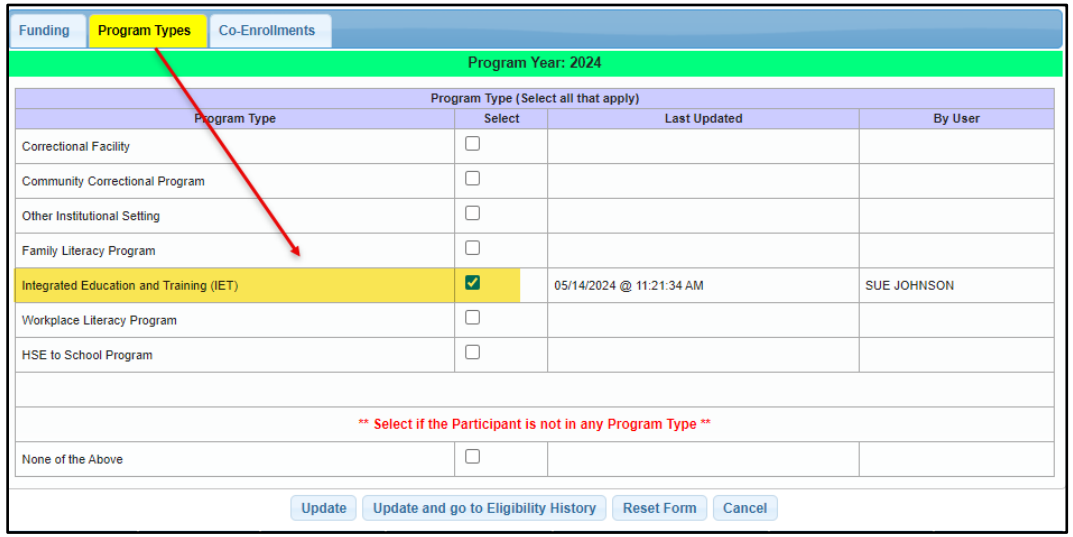
# Eligible Participants cont.

Both the **Funding** and **Program Type** selections are completed on the **Eligibility** screens.

Adult Education Providers who participate in the Special Programs grant will see the ***Special Programs*** funding source on the **Funding** tab. Select this funding source for those participants who are participating in Special Programs.



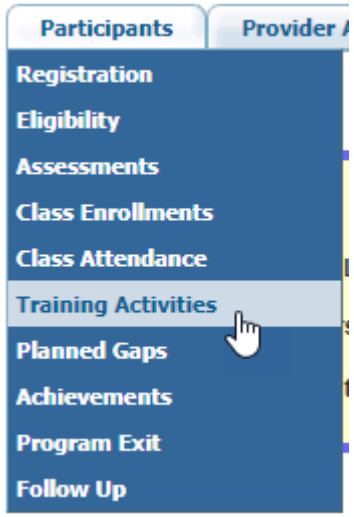

*IET* is a selection on the **Program Types** tab.



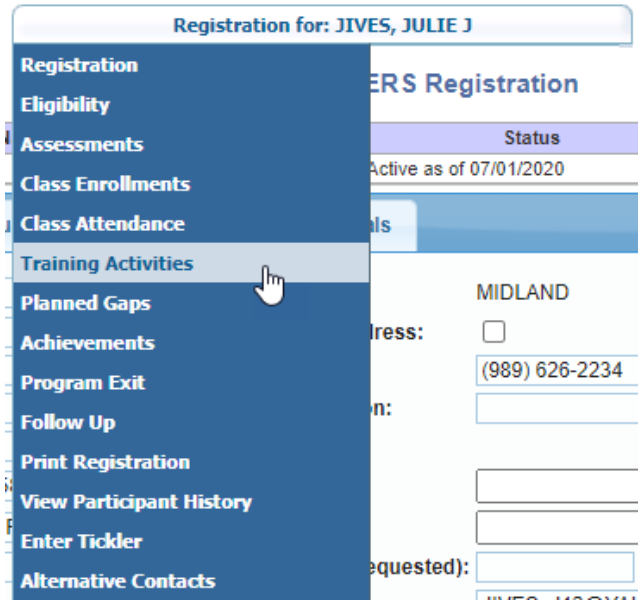
# Training Activity Module Placement

There are three ways to navigate to the **Training Activities** module: by way of the **Participants** tab, **Participant** bar, or **Footer** buttons.

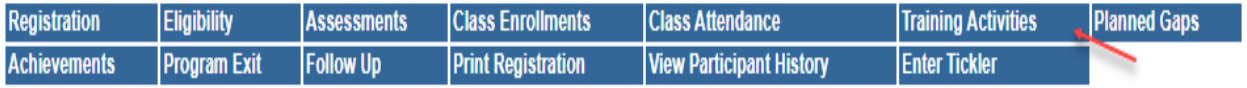
**Participant Tab**




**Participant Bar**



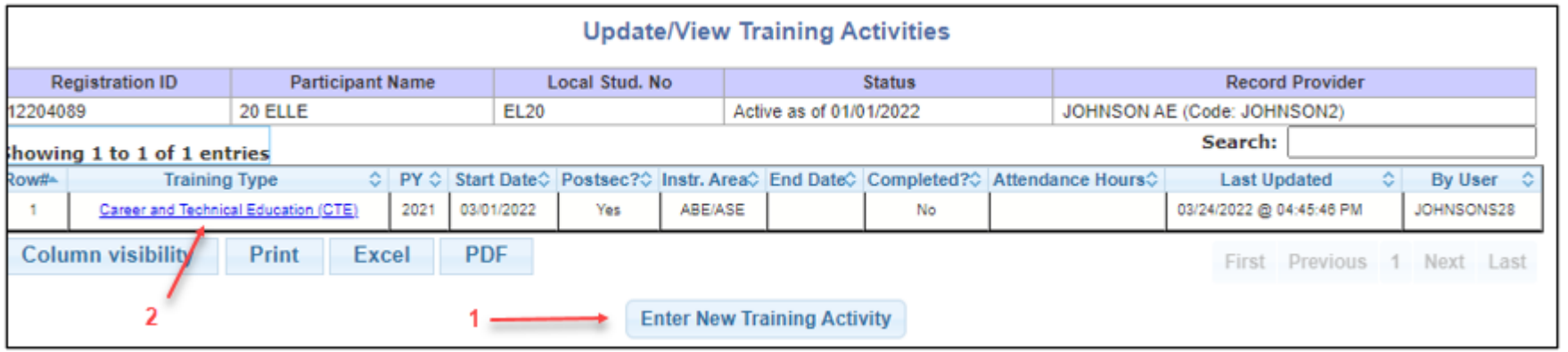

**Footer Buttons**



# Entering a Training Activity

Once in a participant's record, click on the Training Activities link or footer button as shown on the previous slide.

1. Click on the ***Enter New Training Activity*** button to add a training activity.

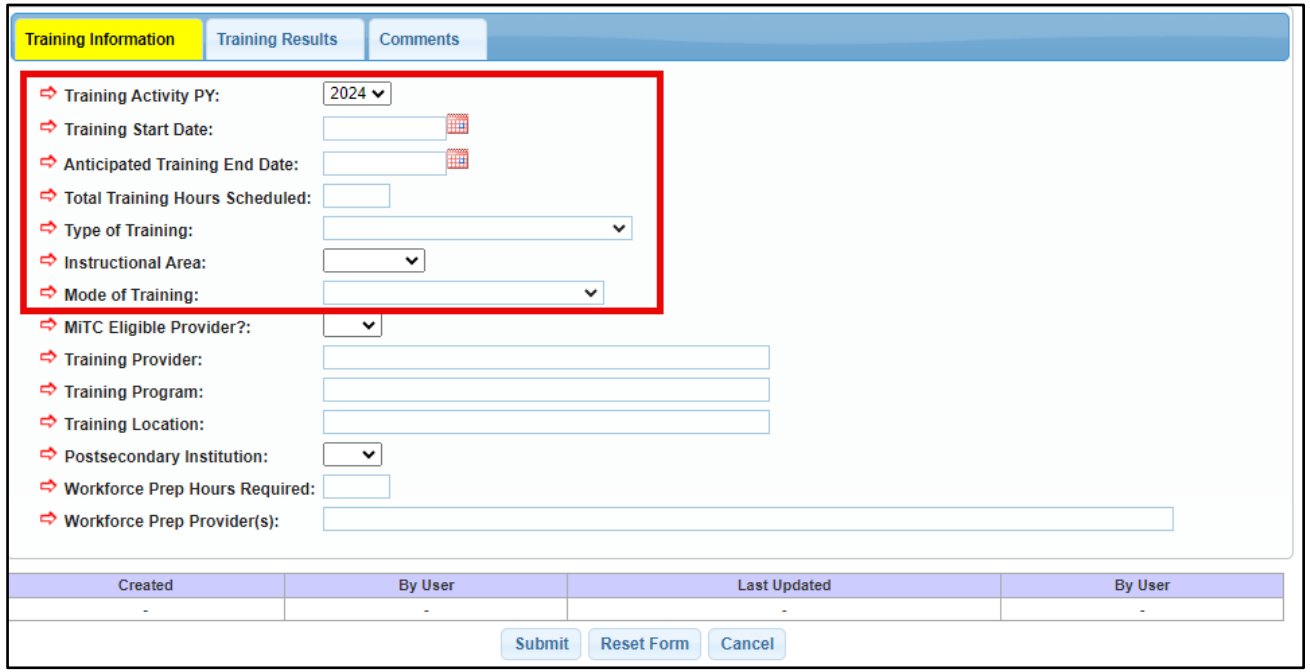



2. If training activities have previously been entered, click on the Training Type link to view, update or delete an existing training activity.

# Training Information Tab

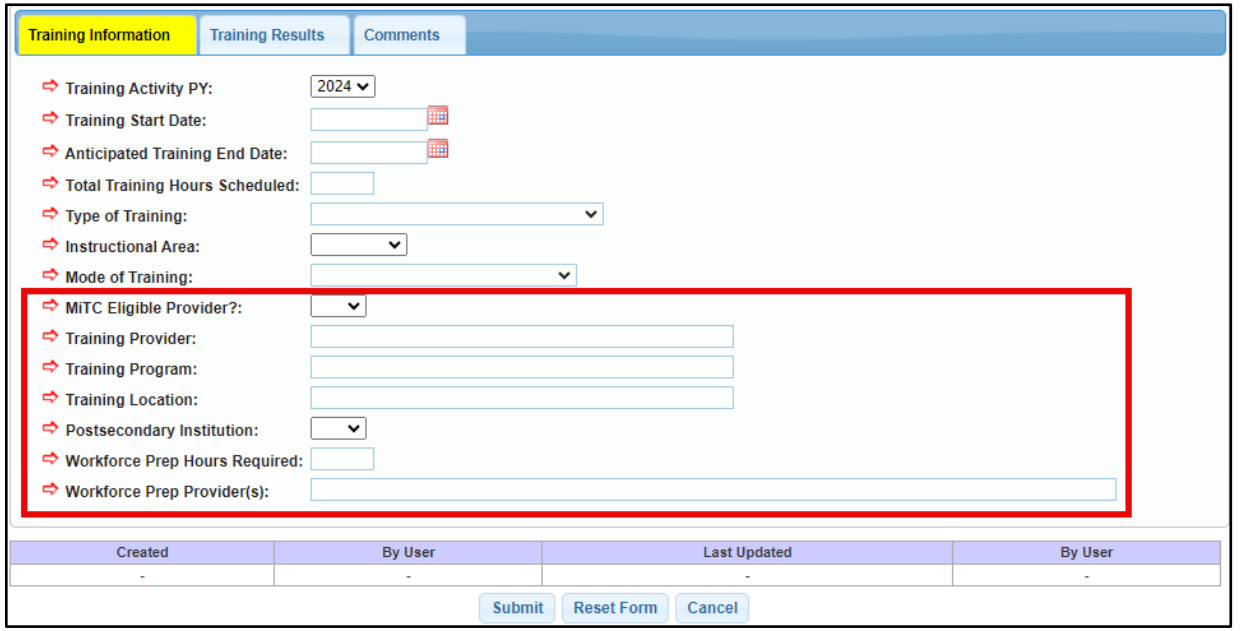
- **Training Activity PY**: Select the applicable program year.
  *Note: The previous and current years will display between July 1 and September 17.*
- **Training Start Date**: This is the actual start date of the training. The start date must be on or after the registration date and by June 30th of the program year.
- **Anticipated Training End Date:** This is the actual end date of the training to show the duration needed to complete the training.
- **Total Training Hours Scheduled:** The number of training hours needed to complete the training successfully.
- **Type of Training**: Dropdown includes –
  - Career and Technical Education (CTE)
  - Occupational Skills Training
  - On the Job Training (OJT)
  - Entrepreneurial Training
  - Customized Training

  A definition can be viewed by hovering over each training type.




- **Instructional Area**: If a participant is dual enrolled in ESL and ABE/ASE, a dropdown will display. Select the appropriate Instructional Area for this training. If not dual enrolled, this will autofill with the applicable instructional area determined by the Registration screen >Instr. Areas tab.
- **Mode of Training**: Dropdown includes –
  - In-Person Only
  - Virtual/Online
  - Mix of In-person and Virtual/Online

# Training Information Tab cont.




- **MiTC Eligible Provider**: Michigan Training Connect (MiTC) is the state's official eligible training provider list. Select **Yes** or **No** based on the training provider being used for this training.

*Note: If the Type of Training previously selected is either On the Job Training or Customized Training, the MiTC Eligible Provider will auto fill with No.*

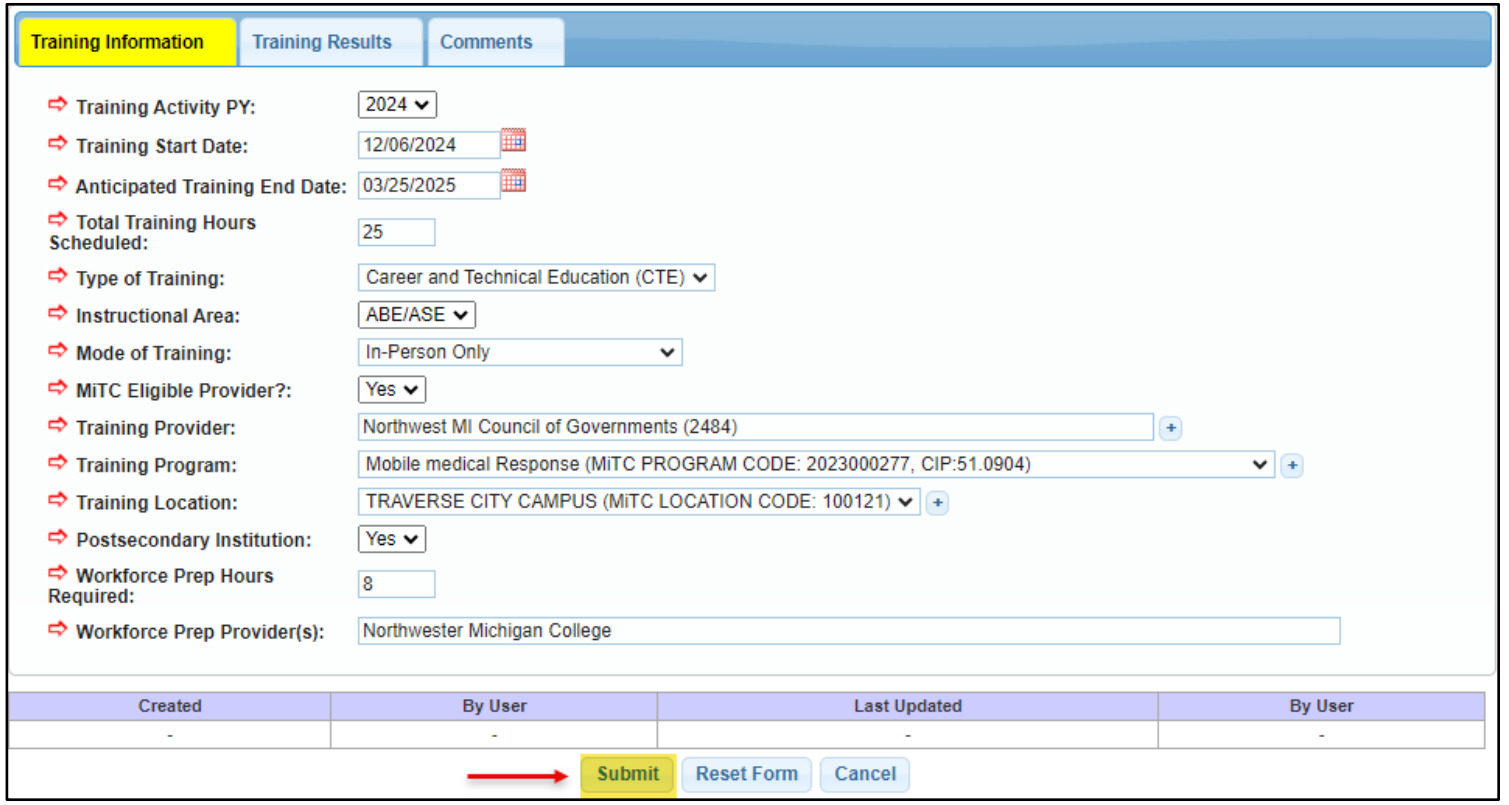
- **Training Provider**:
  - If MiTC **Yes** is selected, begin typing the Training Provider name. Eligible providers with a match will begin to populate. This list is uploaded daily.
  - If MiTC **No** is selected, type in the name of the provider
- **Training Program**:
  - If MiTC **Yes** is selected, a dropdown selection of programs will display
  - If MiTC **No** is selected, type in the name of the program
- **Training Location**:
  - If MiTC **Yes** is selected, a dropdown selection of the locations will display
  - If MiTC **No** is selected, type in the location
- **Postsecondary Institution**: This field will only display if IET is selected as a program type. This field will not display for State School Aid-Section 107 Special Program funding. Select **No** if the training provider is a K-12 school district (e.g., LEA, ISD). Select **Yes** if the training provider is not a K-12 school district.

*Notes: If postsecondary is selected, it will auto fill the Postsecondary achievement on the Achievements screen for a WIOA MSG and a 107-performance measure of Postsec. Enrollment.*

- **Workforce Prep Hours Required:** All participants requiring a Training Activity must also participate in a Workforce Prep Activity. Enter the number of Workforce Prep hours required for this program.
- **Workforce Prep Provider(s):** Enter in the provider name/names

# Training Information Tab cont..

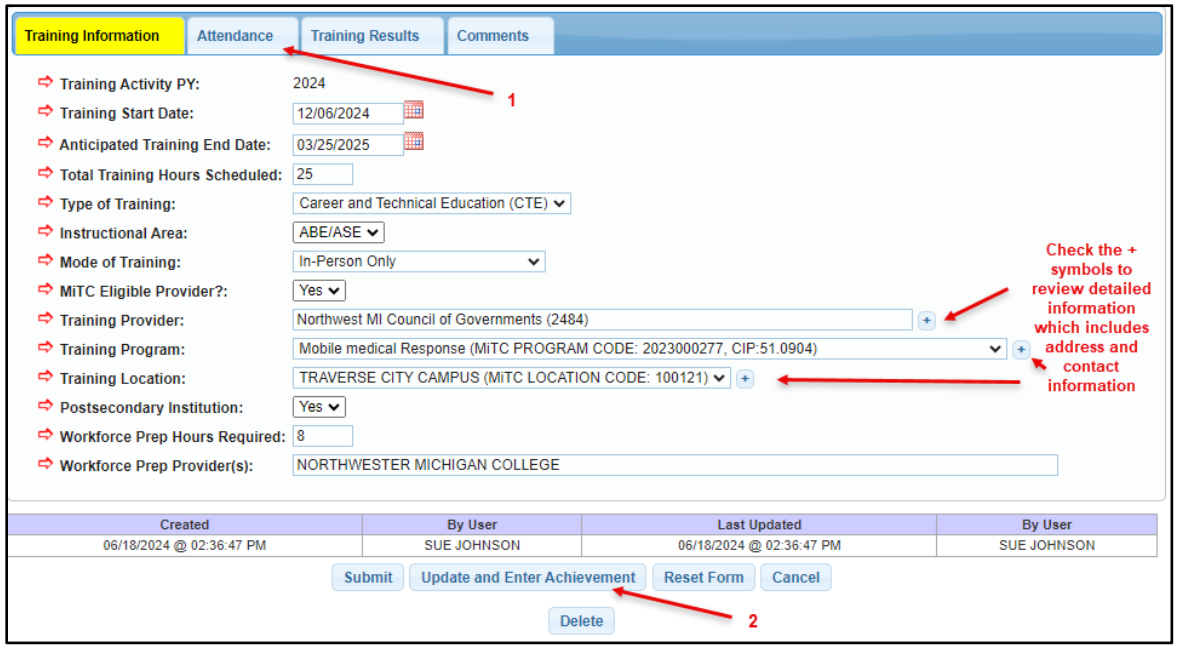
After completing all the fields, click ***Submit***.

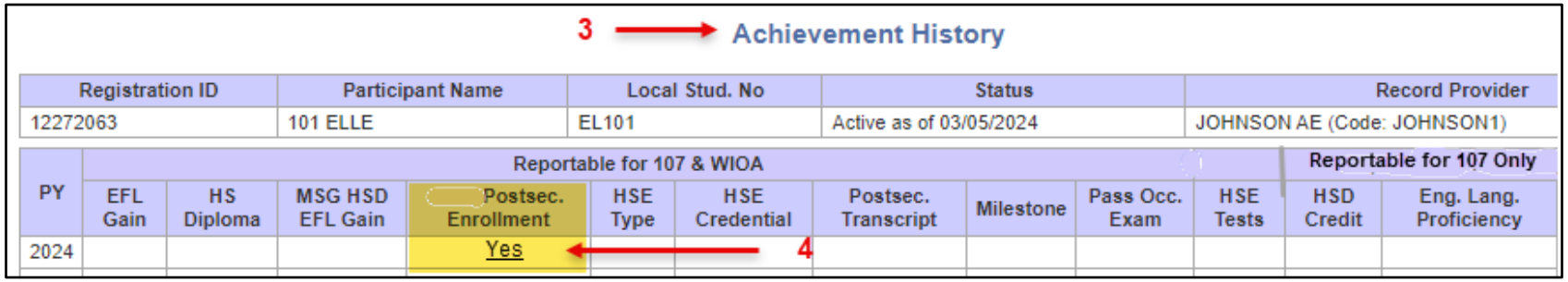



*Note: The MiTC Eligible Provider list is uploaded daily. Due to this, **Training Activities** screen response time is delayed by 4 or more seconds longer than the other MAERS modules when MiTC is set to Yes.*

# Training Information Tab cont…

1. Once the Training Information is submitted, the **Attendance** tab will display.
   *Notes:*
   - *The **Attendance** tab will only display for those participating in Special Programs or those in IET.*
   - *The Attendance tab will only display if the Adult Education class precedes or is concurrent with the training activity and shows attendance in the class.*
2. ***Update and Enter Achievement*** button is a reminder to complete data entry on the Achievements screen.
3. Based on the date of the activity, the Postsec Enrollment performance measure may prefill on the Achievements screen if the training activity is at the postsecondary level.




4. Click on the Yes link to navigate to either the **Training Activity** module due to completing a postsecondary training activity or to the Achievements **Postsec Enrollment** tab. If data is present in both, navigation will go to whichever has the latest date.

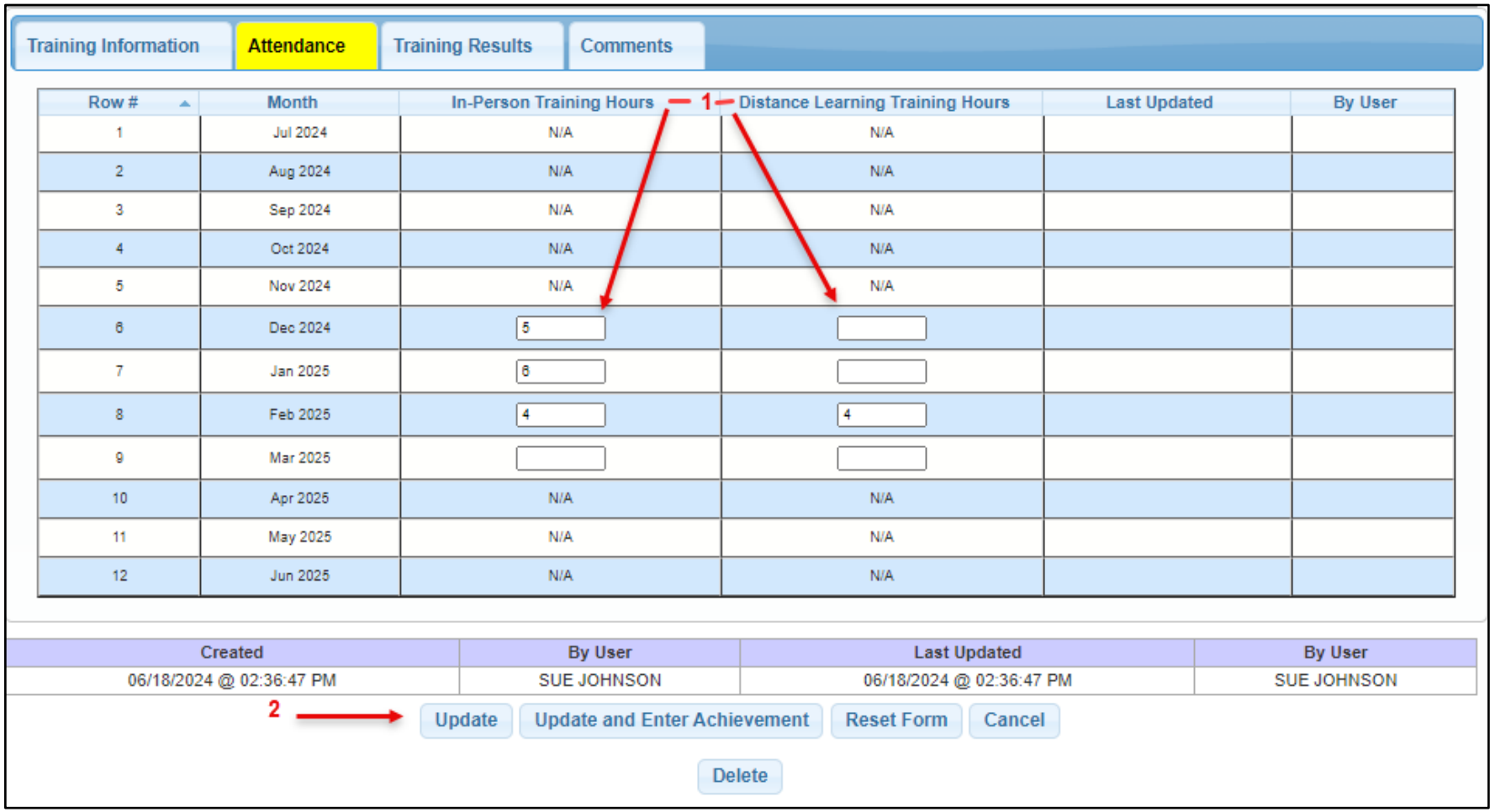
# Attendance Tab

1. Enter in training attendance hours monthly following the LEO-WD Adult Education's Attendance Policy.

*Notes:*

- *Hours can be logged as in person and/or distance (virtual)*
- *These hours may not duplicate the hours entered for the adult education instruction or the Workforce Prep hours attended. For an IET program that co-teaches the adult education and occupational training components, the hours should be prorated accordingly.*

2. Click ***Submit/Update*** to save hours




| Row # | Month | In-Person Training Hours | Distance Learning Training Hours | Last Updated | By User |
|---|---|---|---|---|---|
| 1 | Jul 2024 | N/A | N/A | | |
| 2 | Aug 2024 | N/A | N/A | | |
| 3 | Sep 2024 | N/A | N/A | | |
| 4 | Oct 2024 | N/A | N/A | | |
| 5 | Nov 2024 | N/A | N/A | | |
| 6 | Dec 2024 | 5 | | | |
| 7 | Jan 2025 | 6 | | | |
| 8 | Feb 2025 | 4 | 4 | | |
| 9 | Mar 2025 | | | | |
| 10 | Apr 2025 | N/A | N/A | | |
| 11 | May 2025 | N/A | N/A | | |
| 12 | Jun 2025 | N/A | N/A | | |

| Created | By User | Last Updated | By User |
|---|---|---|---|
| 06/18/2024 @ 02:36:47 PM | SUE JOHNSON | 06/18/2024 @ 02:36:47 PM | SUE JOHNSON |

# Attendance Tab cont.

| PY | Beginning EFL | | Ending EFL | | Attended Hours | |
|---|---|---|---|---|---|---|
| 2024 | ABE | EFL 2 | ABE | None | ABE | 54 |
| | ESL | EFL 1 | ESL | None | ESL | 0 |

Class Program Year: 2024 — Group Attendance for Class # 1 - Class Provider: JOHNSON AE (Code: JOHNSON1)

| Class Name | Class Number | Instructor | Inst. Method | Class Location - Room No | Scheduled Hours | Attended Hours | Class Begin - End Date | Class Enrollment - Exit Date |
|---|---|---|---|---|---|---|---|---|
| GED PREP | 100 | JACOBS, JOHN | Classroom / Distance Education | JOHNSON CENTER Room No: 11 | 120 | 35 | 07/01/2024-06/30/2025 | 09/01/2024-Still in Class |

| Month | Classroom Hours | Distance Learning Hours | Last Updated | By User |
|---|---|---|---|---|
| Jul 2024 | N/A | N/A | - | |
| Aug 2024 | N/A | N/A | - | |
| Sep 2024 | 11.00 | | 06/18/2024 @ 02:56:18 PM | SUE JOHNSON |
| Oct 2024 | 9.00 | | 06/18/2024 @ 02:56:18 PM | SUE JOHNSON |
| Nov 2024 | 10.00 | | 06/18/2024 @ 02:56:18 PM | SUE JOHNSON |
| Dec 2024 | 5.00 | | 06/18/2024 @ 02:56:18 PM | SUE JOHNSON |
| Jan 2025 | | | - | |
| Feb 2025 | | | - | |
| Mar 2025 | | | - | |
| Apr 2025 | | | - | |
| May 2025 | | | - | |
| Jun 2025 | | | - | |

Training hours can count toward the required hours for a post-test.

1. In this example, the class attendance hours on the participant's **Class Attendance** screen total 35.
   This is below post-testing requirements.
2. However, the total class attendance hours displays 54 which is meeting the required hours to post-test.
3. This is due to the 19 hours being added in from the training activity.

## Update/View Training Activities

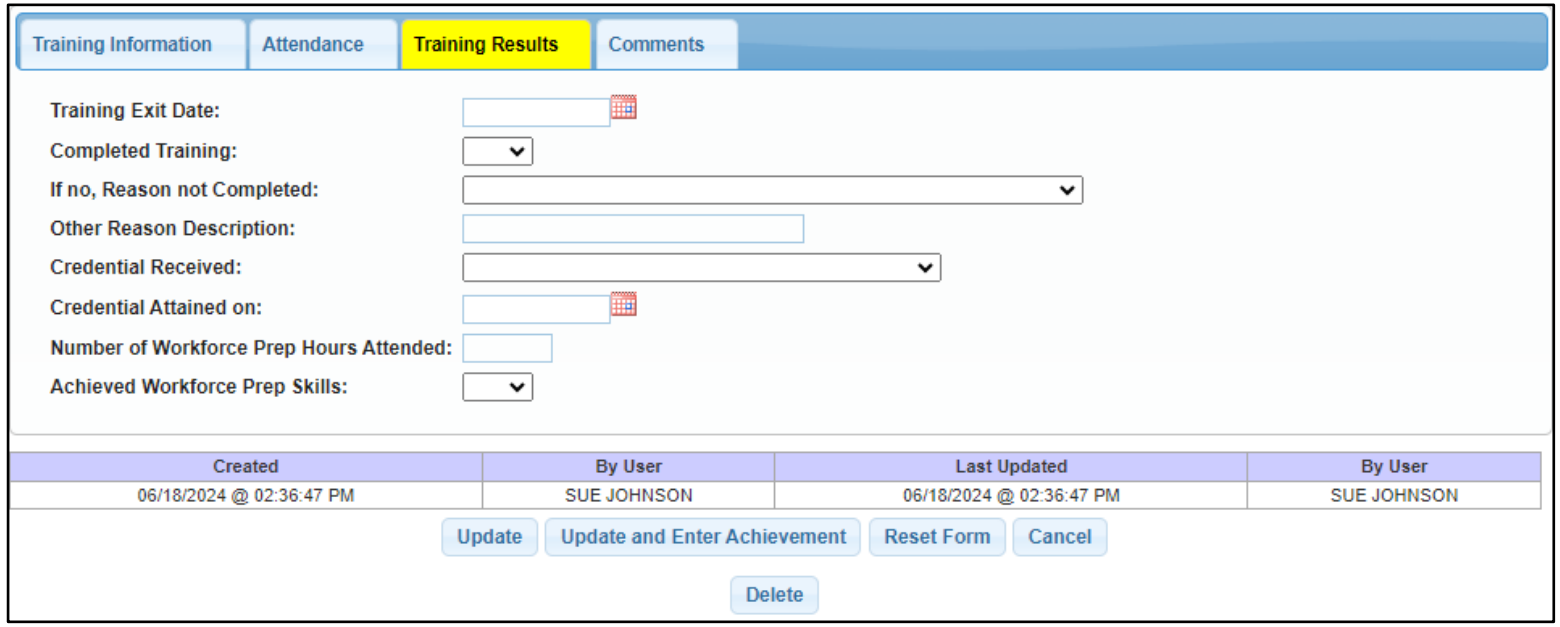
| Registration ID | Participant Name | Local Stud. No | Status | Record Provider |
|---|---|---|---|---|
| 12272063 | 101 ELLE | EL101 | Active as of 03/05/2024 | JOHNSON AE (Code: JOHNSON1) |

Showing 1 to 2 of 2 entries — Search:

| Row# | Training Type | PY | Start Date | Postsec? | Instr. Area | End Date | Completed? | Attendance Hours | Last Updated | By User |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Career and Technical Education (CTE) | 2024 | 12/06/2024 | Yes | ABE/ASE | | No | 19.00 | 06/18/2024 @ 02:36:47 PM | JOHNSONS28 |

# Training Results Tab

- **Training Exit Date**: The date the participant left the training. The exit date must be on or before June 30th of the program year and on or after the training start date.
- **Completed Training**: Select **Yes** or **No**. Based on the selection, other fields will be required to complete.
- **If no, Reason not Completed**: Select the applicable reason as to why training was not completed.
- **Other Reason Description**: If Other is selected, it is required to provide a description.
- **Credential Received**: Required regardless if the participant completed or not. The dropdown includes -
  - Occupational Licensure
  - Occupational Certificate
  - Occupational Certification
  - Associate Degree (AA or AS)
  - Other Industry-Recognized Certificate or Credential
  - No credential received



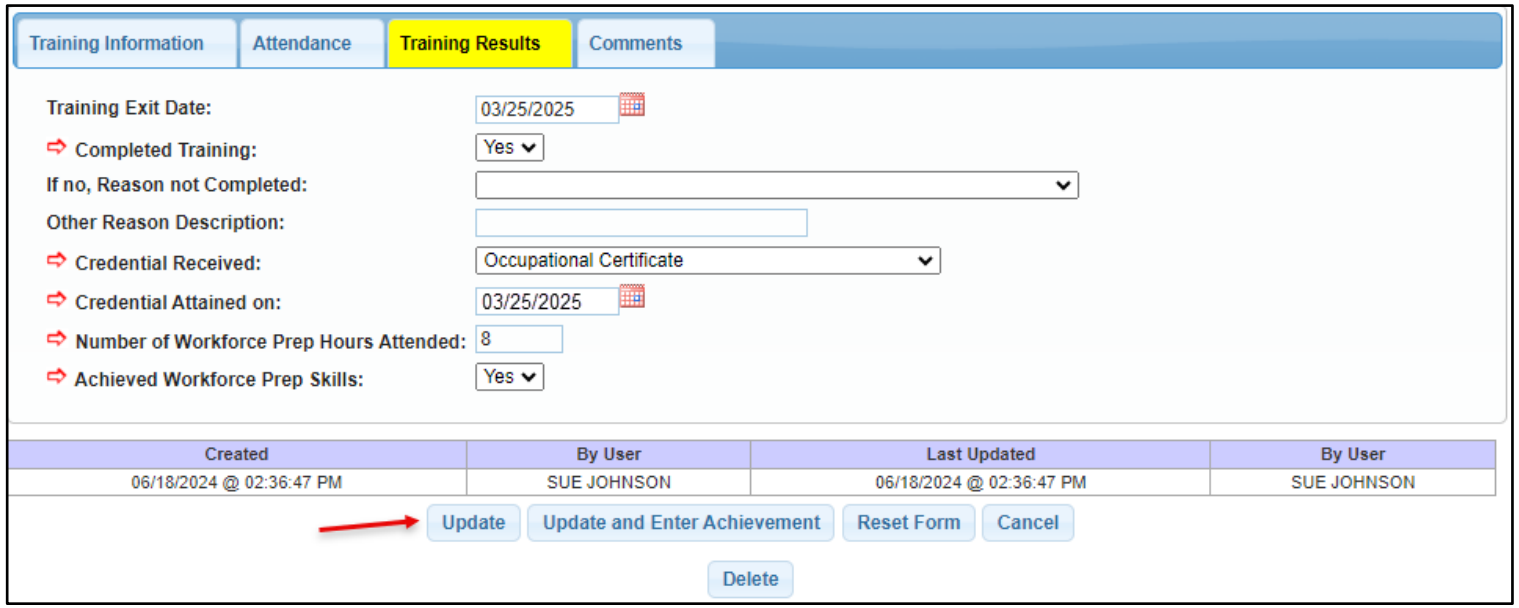

*Note: Completed training is defined as meeting attendance requirements as well as resulting in a credential or passing the summative assessment showing proficiency in the skills taught in the training.*

*Note: A definition can be viewed by hovering over each credential type.*

- **Credential Attained on**: The credential attained date must be on or before June 30th of the program year
- **Number of Workforce Prep Hours Attended:** Enter the total number of Workforce Prep hours completed. If no hours were logged, a zero must be entered. Workforce prep hours are not the same as Training Activity attendance hours and will not count toward the minimum required post-test hours.
- **Achieved Workforce Prep Skills:** Select **Yes** or **No**

# Training Results Tab cont.

Click ***Update*** after completing all required fields.




The training activity is now completed.

| Row# | Training Type | PY | Start Date | Postsec? | Instr. Area | End Date | Completed? | Attendance Hours | Last Updated | By User |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Career and Technical Education (CTE) | 2024 | 12/06/2024 | Yes | ABE/ASE | 03/25/2025 | Yes | 19.00 | 06/18/2024 @ 03:53:16 PM | JOHNSONS28 |

# Edit Checks

**Reminder: Training Activities are required for those eligible participants participating in a *Special Program* or in the *IET program type*.**

MAERS will provide alerts when training activities are not completed or if data is altered in a way that violates any existing business rules.

Please read all alerts carefully and make corrections accordingly. Some examples of required rules regarding Training Activities are as follows:

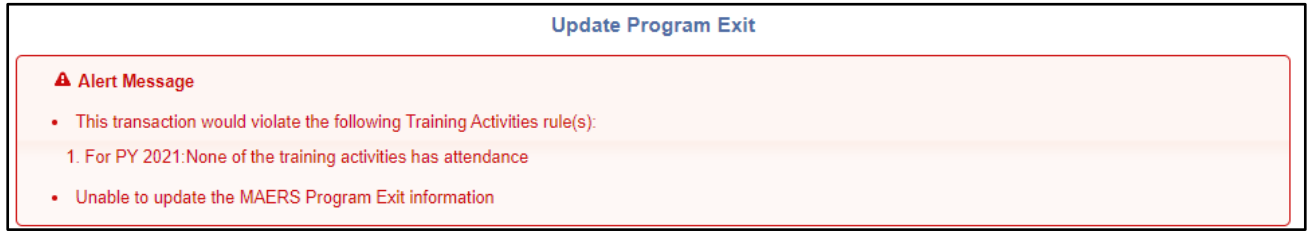
- An eligible participant cannot be program exited without a required training activity
- An eligible participant cannot be program exited without recorded attendance in a training activity
- An eligible participant cannot be program exited without recorded training results
- An eligible participant who continues into the next program year cannot have the new year eligibility selections completed if a training activity is missing or incomplete in the prior program year
- Removing ***Special Programs funding*** or ***IET*** as a program type will result in removing training attendance hours and provide an alert if a post-test is utilizing training hours to hit requirements.

# Edit Checks cont.

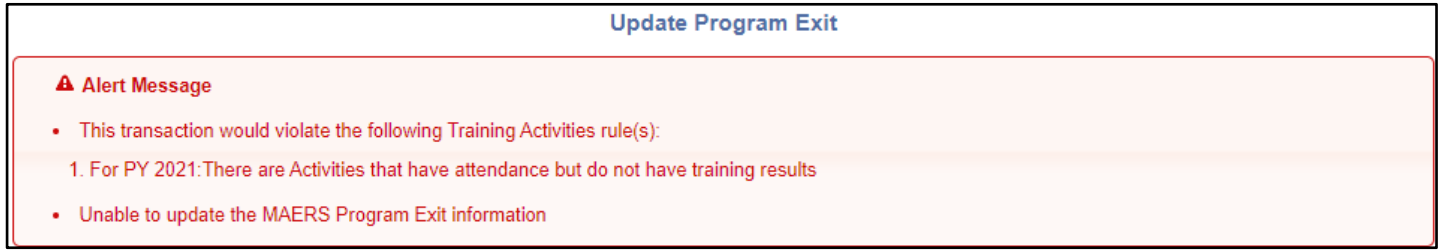
**The following are some examples of alerts and information messages that could be received.**

Attempting to exit an eligible participant without a training activity:

Attempting to exit an eligible participant without any training attendance:




Attempting to exit an eligible participant without training results:

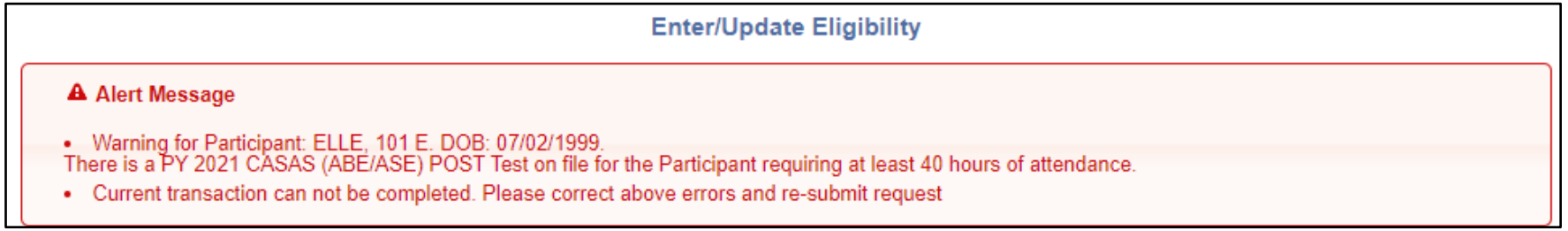


# Edit Checks cont..

Removing ***Special Programs funding*** or ***IET*** program type when training hours exist.

Training attendance hours will automatically be deleted.

Removing ***Special Programs funding*** or ***IET*** program type when training hours assisted in meeting the post-test requirements:



# Tools and Tips

- ❑ Training activities can take place the same month as an Adult Education class
  - Training activities cannot take place prior to the Adult Education class
  - Training activities can continue after a secondary credential is earned ***ONLY*** for those with Special Programs funding
    - Training activities cannot continue after a secondary credential is earned for those in IET
- ❑ When a registration is system exited:
  - If there is no training activity or training attendance, an email is sent to LEO-MAERS2.0@michigan.gov. State staff will then alert the program to correct the record.
  - If training attendance is present but the training results are missing, the results will auto fill with a **No** for **Completed Training** with a reason of **System Exited**. The System Exit date of the training activity will be either 1) the training begin date if there is no training attendance or 2) the last day of the month where attendance was last entered for the training activity.
- ❑ Non eligible participants can still have a training activity and results entered into MAERS but the attendance tab will not display for the collection of hours and the participant will not be included on the Training Activity report.
- ❑ Planned Gaps will look at Training Activities as services. When creating a planned gap for these eligible participants, check the training attendance and training end date to determine the correct Planned Gap Begin and End dates.
- ❑ Reports to assist with required collection of training activities:
  - Missing Data Report
    - Will display missing Training Activity and missing Training Attendance for eligible participants
  - Online Training Activity Report
    - Provides verification of attendance, results and achievements for participants in a Training Activity

Michigan Department of
Labor and Economic Opportunity -
Employment and Training
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