MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY

WORKFORCE DEVELOPMENT

# Michigan Proprietary School Provider Complaint Instructions

## Targeted Services Division

### Post Secondary & State Approving

**September 2025**

# Michigan Proprietary School Provider Complaint User Guide

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## 1.0 Overview

The goal of this user guide is to provide guidance on creating and submitting a complaint regarding a school within the Michigan Post Secondary School (MiPSS) Provider System on the Pure Michigan Talent Connect (PMTC) website. This user guide provides instructions to assist providers in navigating the initial webform process and provides instructions on what needs to be completed for submission. For any questions you may contact PSS at PSS@michigan.gov.

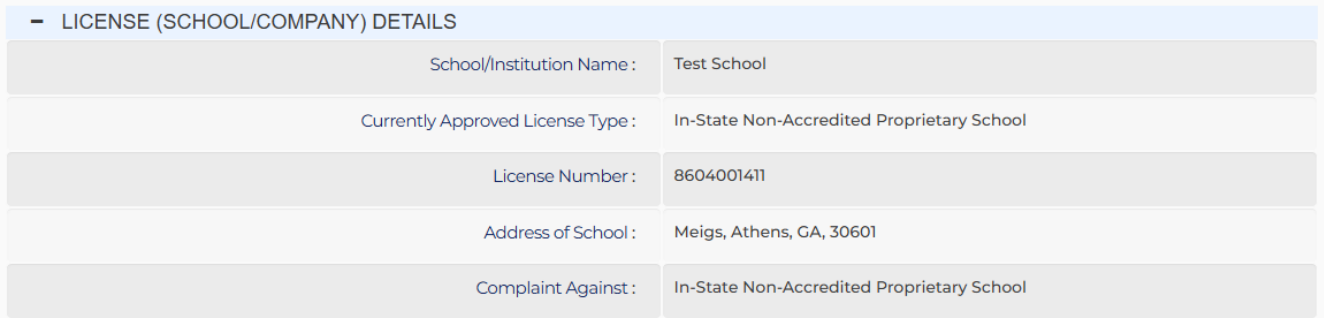
## 1.1 Complaint

Below is the available Michigan Post Secondary School (MiPSS) Complaint form. The goal of the online form is to allow an individual to submit a complaint regarding a Michigan Post Secondary Licensed (MiPSS) school:
https://jobs.mitalent.org/mitc/Admin/License/AddComplaint

## 1.2 Complete a New Complaint

Enter the name of the school and when a match is found, please click on SELECT SCHOOL

The License (School/Company) Details will be pre-populated(below).

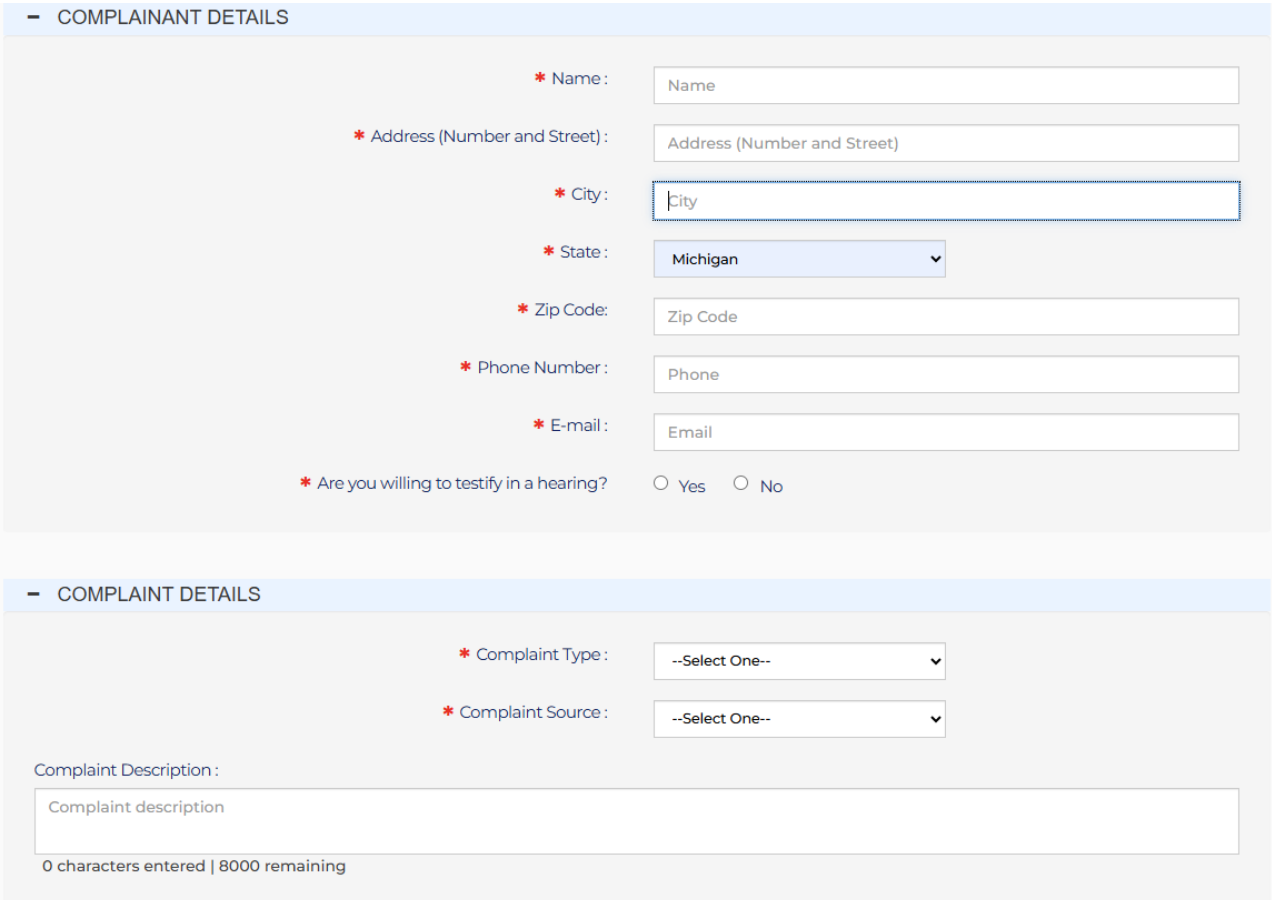


LICENSE (SCHOOL/COMPANY) DETAILS

| | |
|---|---|
| School/Institution Name : | Test School |
| Currently Approved License Type : | In-State Non-Accredited Proprietary School |
| License Number : | 8604001411 |
| Address of School : | Meigs, Athens, GA, 30601 |
| Complaint Against : | In-State Non-Accredited Proprietary School |

Please enter the following.

- Name
- Address
- City State
- Zip Code
- Phone Number
- E-mail
- Are you willing to testify in a hearing?
- Complaint Type
- Complaint Source
- Complaint Description (Reason for the complaint)



COMPLAINANT DETAILS

* Name :
* Address (Number and Street) :
* City :
* State : Michigan
* Zip Code:
* Phone Number :
* E-mail :
* Are you willing to testify in a hearing? Yes No

COMPLAINT DETAILS

* Complaint Type : --Select One--
* Complaint Source : --Select One--

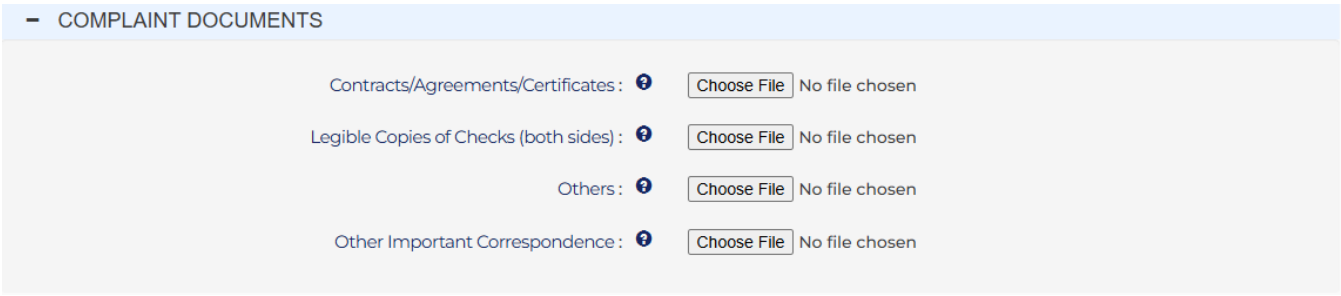
Complaint Description :

Complaint description

0 characters entered | 8000 remaining

Please attach the following, if applicable.

- Contracts/Agreements/Certificates
- Legible Copies of Checks (both sides)
- Others
- Other Important Correspondence




Please Sign/Print your Name in the box.

Click on Submit when the complaint is completed.