



The below steps are designed to help assist you in preparing your employed recruits to be enrolled by the academy. The academy must enroll the recruit prior to the start of the academy session and they cannot enroll the recruit until the below steps have been completed by your agency. The below process can take between 1-5 business days.

## Step One

Have the individual complete the *Personal History Statement and Affidavit* and the *Waiver and Authorization for Release of Information* form. This form must be completed prior to your agency looking the individual up in MITN.

## Step Two

Look the individual up in MITN by going to Hiring & Licensing then Individual Lookup. The individual will likely not be in MITN so you will need to add the individual.

## STOP

Once you have added the individual MCOLES must approve the information you submitted. Once MCOLES has approved the information the individual will appear on your Hire Candidate list.

## Step Three

Go to the Hire Candidate list by going to Hiring & Licensing then Hire Candidate List and click Hire next to the individual's name. Scroll to the bottom of the page and click proceed with hiring. If you scroll to the bottom of the page again you will now see a hiring process flow.

## Step Four

First view the Individual Employment History. If the individual was added by your agency this page will likely be blank. Scroll to the bottom of the page and click Return.

## Step Five

Next review the Individual Employment Inquiry History. If the individual was added by your agency this page will also likely be blank. Scroll to the bottom of the page and click Return.

## Step Six

Next Complete the Standard Compliance Affidavit. Once you have added all the standards click submit to MCOLES. **Make sure to print the standard compliance affidavit.**

**NOTE:** If any of the dates you entered are red it means they are outdated, and you will need to rescreen the individual for that standard.

## STOP

Once you have submitted the standards MCOLES must approve the standards you submitted.

**NOTE:** You will not be notified when the standards have been approved, Keep checking back to see if MCOLES has approved the standards by going to Hiring & Licensing then Hire Candidate List and click Hire next to the individual's name. Scrolling to the bottom of the page once the MCOLES Compliance Review box is checked you can continue the last step.

## Step Seven

Click the hire candidate link on this page enter the hire date and certify each of the statements by clicking the check box next to each statement. Then click save and submit to MCOLES. **Make sure to print the report at the bottom of the page.**

## Step Eight

You should now be able to see the individual on the recruit roster by going to agency rosters then recruit roster. The individual will show as not enrolled until the academy picks the individual up and enrolls them in the session.

## Step Nine

Send the below forms with the recruit on the first day of their academy session:

Candidate New Hire Report  
Standard Compliance Affidavit  
Waiver and Authorization for Release of Information  
Personal History Statement and Affidavit

For more help on processing employment transactions view the User Guide available in the MCOLES Information and Tracking Network (MITN). You can also take the MITN Operator Training available through MiTrain.

If you have any other questions or concerns after reviewing the User Guide please contact MCOLES at [MSP-MCOLES-Licensing@michigan.gov](mailto:MSP-MCOLES-Licensing@michigan.gov) or by phone at 517-636-7867 for further assistance.