

MICHIGAN ACHIEVEMENT SKILLS SCHOLARSHIP

Handbook for Career Training Providers

2024 - 2025
Academic Year

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Support to Applicants and Participants

For questions on the Michigan Achievement Skills Scholarship program (e.g., eligibility, payment) or for technical support while completing the scholarship application:

- **Call:** 269-491-4170 or 269-716-5075
- **Email:** MiLEAP-MASS@Michigan.gov

Support for Career Training Program Institutions

For questions on program policy and the application of the practices in the Handbook:

- **Call:** 269-491-4170 or 269-716-5075
- **Email:** MiLEAP-MASS@Michigan.gov

Description & Application

The Michigan Achievement Skills Scholarship, established with the amendment of the State School Aid Act ([PA 212 of 2022](#)), offers students who graduate from high school in Michigan with a diploma or certificate of completion or achieved a high school equivalency certificate in 2023 or after with a scholarship to attend an eligible career training program in Michigan.

The scholarship provides up to \$2,000, per year, for up to two years towards tuition costs.

Michigan Achievement Skills Scholarship Handbook for Institutions

This scholarship is administered by the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP).

A majority of the eligible career training programs are non-Pell-eligible and short-term in nature. A list of the eligible career training programs, and which institutions they are from, can be found at [Career Training Programs \(michigan.gov\)](https://www.michigan.gov/career-training-programs). Students may choose to apply for and participate in this scholarship in lieu of or before participating in the Michigan Achievement Scholarship. Upon completion of a credential with an eligible career training program, Michigan Achievement Skills Scholarship participants could still be eligible for a Michigan Achievement Scholarship for the maximum 5 years, less any years spent participating in the Skills Scholarship.

Student Eligibility

To be eligible for the Short-Term Training Program applicants must:

- Have graduated from high school in Michigan with a diploma or a certificate of completion or achieved a high school equivalency certificate in 2023 or after.
- Be a Michigan resident for at least the immediately preceding year.
- Have not yet earned an associate or bachelor's degree.
- Have not yet earned a degree, certificate, or other credential with this scholarship.

If the applicant does not meet one or more of these criteria, their scholarship application will not be accepted.

Students must provide proof of high school completion or equivalency to the Career Training provider. Career training providers must verify and keep verification of high school completion (or equivalent) for Michigan Achievement Skills Scholarship students who enroll.

If a college or private training provider becomes aware (e.g., from their own database system) of an applicant or participant who does not meet the student eligibility requirements, you must notify MiLEAP-MASS@Michigan.gov.

Steps to Apply & Participate in the Scholarship

1. Applicants must first submit a Michigan Achievement Skills Scholarship application via the [MI Student Aid Student Scholarships and Grants portal](#). During the application process, students will identify which career training program they will enroll into by selecting a program from the list of eligible programs. Once the application is submitted, the applicant will be notified immediately whether they are 'Eligible' for the scholarship program or if more information is needed to determine eligibility. Throughout the application, students may also receive a notice of ineligibility based on what answers are provided. Eligible students who complete the application will see a pop-up window congratulating them and indicating next steps to take to receive funding.

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- a. If the student is not eligible, students may reach out to MiLEAP-
MASS@Michigan.gov with questions and concerns about their application or
points of clarification around eligibility.
2. If the applicant is determined to be 'Eligible', the student must then enroll in an eligible
career training program.

Interested applicants must complete these steps to participate in the scholarship program.

Eligible Career Training Programs and Providers

A list of the eligible career training programs, and the institutions that provide them, can be found at [Career Training Programs \(michigan.gov\)](https://www.michigan.gov/career-training-programs).

To identify the career training programs that qualify to receive Michigan Achievement Skills scholarship funds, a sorting and data matching process was implemented. All programs were initially identified as being listed on the state's eligible training provider list, Michigan Training Connect (MITC). From that database of programs, the criteria set forth in the legislation was applied across programs to filter through the list. The result is a list of career training programs which have met all of the legislative requirements to be considered eligible for this funding.

Eligible programs are updated once a year. This process will start after July 1st, which is when the Michigan Training Connect begins their annual data and program update. Institutions wishing to have programs considered for the Michigan Achievement Skills Scholarship should follow the Michigan Training Connect (MITC) guidelines for adding programs. Questions about MITC should be directed to LEO-MiTC@michigan.gov.

Legislative requirements:

(i) "Qualified occupational training program" means a career training program approved by the department that meets all of the following:

(i) Provides not less than 150, and not more than 600, clock hours of instructional time over a period of not less than 8 weeks and not more than 15 weeks. This subparagraph does not apply to a career training program that provides didactic instruction leading to an industry-recognized credential in health care that prepares program completers for high-demand occupations.

(ii) Provides training aligned with the requirements of high-skill, high-wage, or in-demand industry sectors for occupations in this state as determined by the department in consultation with the Bureau of Labor Market Information and Strategic Initiatives.

(iii) Is included on this state's eligible training provider list located in the department.

(iv) Provides a student, upon completion of the program, with a recognized postsecondary credential that is stackable and portable across multiple employers and geographic areas.

(v) Has demonstrated that, within 6 months after completing the program, the median income of students who complete the program is at least 20% greater than the median

income of all program enrollees 6 months before starting the program. This subparagraph does not apply to a career training program that provides didactic instruction leading to an industry-recognized credential in health care that prepares program completers for high-demand occupations.

(vi) For a job training program that prepares students for a professional license or certification exam, has demonstrated that students who complete the program are qualified to take and pass the licensure or certification exam.

(vii) Has been in operation for at least 1 year.

(viii) For programs offered by institutions of higher education, includes institutional credit articulation for a student in a noncredit job training program.

(ix) If the course of study is provided by an apprenticeship program, the program must be registered with the United States Department of Labor under the national apprenticeship act, 29 USC 50 et seq.

Career Training Provider Steps for Reimbursement

The certification process for reimbursement is done through the MiSSG Data Management System. The following steps must be completed to process and receive reimbursement for eligible students meeting the requirements for the Michigan Achievement Skills Scholarship.

1. All career training providers must complete a [MiSSG Aid Administrator Security Access Form to](#) gain access to MiSSG. This allows providers to access reports and the certification roster.
 - (a) The Form requires a “Financial Aid Director” signature. If your institution does not have a Financial Aid Director, you would include the person responsible for handling student scholarship and/or student financial information.
 - (b) Upon completion of the form, providers must submit the form to MI Student Aid at mistudentaid@michigan.gov. Upon approval, training providers will receive next steps to finish up their registration in MiSSG. Questions about the College Security Access form can also be directed to MI Student Aid at mistudentaid@michigan.gov.
2. Career training program providers must register in SIGMA to receive payments for students. Questions about registering for SIGMA can be directed to their Vendor Support Call Center by calling 517-284-0550 or toll free at 888-734-9749 or emailing SIGMA-Vendor@michigan.gov

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Career Training providers can certify student enrollment to request reimbursement from Treasury after a student has completed 3 weeks of active participation starting from day one of the career training program/class or has completed the program if it is less than 3 weeks.

Please note that if a student is attending an eligible course that is less than three weeks (Ex. A 2-week CNA course), the course must be completed to be eligible for reimbursement.

During the reimbursement request, career training providers will be required to verify they have collected proof of high school diploma or equivalent during the enrollment process.

All payments are processed monthly beginning October 9, 2024 through September 10, 2025 in MiSSG and will only include awards that have had a Certification successfully submitted prior to the payment.

Packaging Order

For guidance about packaging order, please refer to the section titled “Order of Packaging “ in the [State Programs Procedures Manual](#).

1. All Federal, State, local/outside (including Kalamazoo Promise), or institutional aid in the form of grants, scholarships, discounts, tuition waivers (including Michigan Indian Tuition Waiver), restricted to tuition and mandatory fees.
2. Police Officer’s and Firefighter’s Survivor Tuition Grant (STG)
3. Children of Veterans Tuition Grant (CVTG)
4. Michigan Competitive Scholarship (MCS)
5. Michigan Tuition Grant (MTG)
6. Futures for Frontliners (F4F)
7. Tuition Incentive Program (TIP)
8. Michigan Reconnect (Reconnect)/Michigan Reconnect Expansion (Reconnect Expansion)
9. Fostering Futures Scholarship (FFS)
10. Michigan Future Educator Fellowship (MI Fellowship)
11. Federal Pell Grant
12. Promise Zone Scholarship
13. Michigan Achievement Scholarship Minimum Award
14. Michigan Achievement Scholarship Last-dollar Award
15. **Michigan Achievement Skills Scholarship**

If an eligible career training program also happens to qualify for Pell funding, we highly encourage the student to complete the FAFSA and work with their chosen career training provider to determine what financial aid choices are best for them to lessen the burden of tuition costs.

Special Reporting and Documentation

Training providers must verify and keep verification of high school completion (or equivalent) for Michigan Achievement Skills Scholarship students who enroll. During a program review, an institution must be able to show this proof to the State.

By accepting Michigan Achievement Skills scholarship funds, career training program providers agree to participate in data collection and quality assurance protocols established by statute, along with data collection and quality assurance protocols established by MiLEAP for the purpose of accurately tracking student outcomes.

From the State Programs Procedures Manual:

- All institutions are subject to a program review by the State. The scope of a program review is typically one prior academic year at a time. The purpose of the review is to examine compliance with program regulations, identify problems, answer questions relative to reporting requirements, and to offer assistance regarding policies and procedures that will enhance the administration of the State financial aid programs.
- When your institution is selected for a program review, a MI Student Aid representative will contact you to arrange dates for the review. The reviewer will conduct an offsite review, which requires copies of institutional records to be uploaded to MiSSG via Document Management for each student aid recipient selected in the program sample. During an active program, MI Student Aid will use miprogramreview@michigan.gov to communicate with institutions
- MI Student Aid follows the same guidelines as Federal retention requirements; all institutions are required to keep records for three academic years after the student is no longer enrolled at your institution. Please refer to the current 2024-25 Federal Student Aid Handbook, Volume 2, Chapter 7: Record Keeping, Privacy, and Electronic Processes for more information.

Appendix A

MISSG application Screen Shots

Locating the Michigan Achievement Skills Scholarship application in the student portal

Michigan Achievement Skills Scholarship

With the Michigan Achievement Skills Scholarship, you can attend an eligible career training programs and receive up to \$2,000 per year towards tuition costs for up to two years.

Visit our [List of Eligible Training Programs](#) if you need help determining if the skills scholarship is right for you.

For information on the Michigan Achievement Scholarship, view our [College and University Information](#)

- ➔ [Michigan Achievement Skills Scholarship 2022-2023 Application Period Closed](#)
- ➔ [Michigan Achievement Skills Scholarship 2023-2024 Application](#)

First question after entering the application to verify the applicant understands they are applying for the Michigan Achievement Skills Scholarship

? Questions ×

I understand the Michigan Achievement Skills Scholarship is for career training programs, and that this is not an application for the Michigan Achievement Scholarship.

Yes

No

Next

First criteria-based question in the application

If a student is able to proceed with the application, this message appears.

? Questions ×

Please proceed to the application!

Continue

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If a student sees the screen below, they are unable to proceed with the application, due to the applicant's provided responses thus far, they are not eligible for the program

Questions



Based on answers provided, you are not eligible for the Michigan Achievement Skills Scholarship at this time. A High school diploma, certificate of completion, or high school equivalency (e.g., GED) must be completed in the State of Michigan in 2023 or after to be eligible.

Exit

General Student Information Screen –(Fields with the red star are required)

Student Information

First Name

* Last Name

Middle Initial

Date Of Birth (MM/DD/YYYY)

* Address

* City

* State

* Zip Code -

* Phone


* Email Address

Gender Unspecified or another gender identity Male Female

* Race

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The bottom of the application screen continues with indicating the institution they plan on enrolling in, along with other scholarship criteria questions.

 Application Information

Institution

* Have you lived in Michigan for a year or longer?

* Have you already earned an associate or bachelor's degree?

If a student indicates they have lived in Michigan for a year or longer, and have not already earned an associate or bachelors, the following screen will indicate they are eligible

Application Status

Your Michigan Achievement Skills Scholarship application has been successfully submitted!


Your current status is: **Eligible**

If you are confirmed as eligible by your institution, you will be considered for the Michigan Achievement Skills Scholarship.


If a student answers the questions and does not meet the criteria, they will receive the following message.

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Application Status: **Ineligible**

 You are ineligible for a Michigan Achievement Scholarship for the reason(s) listed below:

Eligible for Skills Scholarship

 Please contact MiSSG at 888-447-2687 if you have any questions regarding your eligibility status