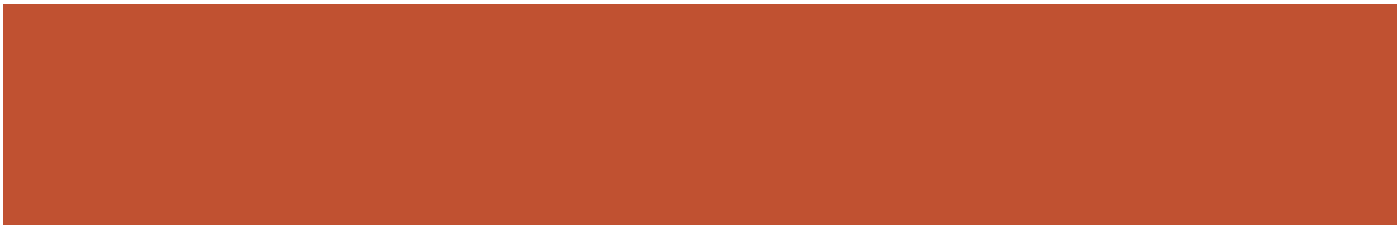# FY23 WBLOMS Employer Training Guide

Going PRO Talent Fund (Talent Fund)

Work-Based Learning On-Line Management System (WBLOMS)

11/3/2022

Work-Based Learning On-Line Management System (WBLOMS)

Going PRO Talent Fund (Talent Fund)

FY23 WBLOMS Employer Training Guide

Overview

This site is used to apply for a Going PRO Talent Fund (Talent Fund) Independent Employer or Industry-led Collaborative (ILC) award. The Talent Fund provides funding to employers to assist in training, developing, and retaining current and newly hired employees.

To submit an application through this website, you must be approved by an authorized representative of a local Michigan Works! Agency (MWA), with a documented need for recruitment and/or development of talent in the next year. To receive the permission to submit a Talent Fund application through this website you will need to contact your local MWA. After contacting your local MWA you will submit an authorization request through the Work-Based Learning On-line Management System (WBLOMS). Once your request is approved, you may create and submit an application upon the first day of the application period.

11/03/22

If you have submitted an authorization request or application in the past for a previous award cycle, you will need to do so again for any new award cycles. Applications from previous award cycles will not be copied or transferred to a new application period. You will be able to view applications from previous award cycles.

Getting Started

To get started, contact your local MWA to inquire about the authorization request and application. For additional information, including MWA Talent Fund Key Contacts, please go to michigan.gov/talentfund.

It is recommended that you contact your chosen MWA before proceeding. You may log in to WBLOMS before contacting your MWA, however, you will have limited access within the online system until you are approved by your MWA to submit an application.

You may sign in to WBLOMS one of three ways.

- First, you may use an existing Pure Michigan Talent Connect (PMTC) employer account. If needed, you may reset your password for an existing PMTC account through WBLOMS by following the instructions in this guide.
- Second, you may create a new account (User ID and Password) for WBLOMS by registering as a new user. A new account created through this method will only be used to log in to WBLOMS, not PMTC or any other State of Michigan website. Additionally, this new account will not be connected to any previous Talent Fund applications.
- Third, you may log in using an existing WBLOMS account that was created for a previous Talent Fund application period. If needed, you may reset the password for a previously created account by following the instructions in this guide.

Please identify which method you will use to sign into WBLOMS and follow the appropriate steps detailed in this guide.

Register as a New User

Follow the steps in this section if you do not have an existing PMTC account, a previously used WBLOMS account, or you intend to create a new account to be used exclusively for WBLOMS.

If you have an existing PMTC account or a previously created WBLOMS account, you may skip ahead to the Signing In section if you do not wish to create a new WBLOMS account.

Please note if a new WBLOMS account is created, any existing applications and authorization requests from previous or current years will not be visible from the dashboard of the newly created account. You will only be able to view previously submitted applications if you log in with the account that was used to submit said applications, or if you connect your new account to an existing application. Follow the instructions in this guide in the Authorization Request for Independent Applications section to connect a newly created account to an existing application.

Step 1
Launch the WBLOMS Going PRO Talent Fund website: https://app.wda.state.mi.us/WBL. **You must use the Chrome or Edge browser.**

Step 2
Click "Sign up Today" to create log in credentials. "Sign up Today" is located on the left side of the screen.

Step 3
Enter Required Fields which include First Name, Last Name, Email Address, Confirm Email, Phone Number, Password, Confirm Password, Select Question 1, Answer 1, Select Question 2, Answer 2, Select Question 3, Answer 3. The email address entered will be your User ID.

Register New User   **Step 1**

First Name

Middle Initial

Last Name

Suffix

Email Address (Login ID)

Confirm Email

Phone Number

Password ⓘ

Confirm Password

Select Question 1

▾

Step 4

Press "Submit." You will see a message that account creation has been successful. You will be redirected to the WBLOMS Sign In page. You may now sign in.

Select Question 3

▾

Answer 3

Step 4

Cancel   Submit

Signing In

You may sign in to WBLOMS one of three ways.

- First, you may use an existing PMTC employer account. If needed, you may reset your password for an existing PMTC account through WBLOMS by following the instructions in this guide.

- Second, you may create a new account (User ID and Password) for WBLOMS by registering as a new user. A new account created through this method will only be used to log in to WBLOMS, not PMTC or any other State of Michigan website. Additionally, this new account will not be connected to any previous Talent Fund applications.

- Third, you may log in using an existing WBLOMS account that was created for a previous Talent Fund application period. If needed, you may reset the password for a previously created account by following the instructions in this guide.

Step 1

Launch WBLOMS URL: https://app.wda.state.mi.us/WBL **You must use Chrome or Edge browsers.**

Step 2

Sign In with your User ID and Password. If you have not previously created a WBLOMS account, you may Register as a New User to create a new User ID and Password. Alternatively, you may sign in using an existing PMTC account. To do so, enter your existing PMTC account associated email address as "User ID" and use the same Password used for PMTC.

Forgot Password

You may reset your password by following the instructions in this section. Please note if you reset a password for a PMTC account in WBLOMS, you will need to use the new password when logging in to PMTC. Additionally, WBLOMS will send an email containing a security token to the email address associated with your account during the password reset process. Please wait for the security token to arrive before requesting a new security token. If a security token has not arrived check your spam folder.

Step 1

Click the "Trouble Logging In?" button.

Step 2

Enter your Email Address that is associated with the account you are using.

Step 3

Click "Reset Password". An email will be sent to the email address entered. The email will contain a secure token (a series of random numbers) to use on the next screen.

Step 4

Enter a new Password.

Step 5

Confirm new Password.

Step 6

Enter the security token that was sent via email. Please wait for the security token to arrive before requesting a new one. The token lasts for 30 minutes. If a token has not arrived check your spam folder.

Step 7

Click "Reset Password".

You will now be able to log in with your new password.

Forgot Password?

4 New Password

[   ]

5 Confirm Password

[   ]

6 Secure Token (Enter the security token sent to your email.)

[   ]

7

[Cancel]   [**Reset Password**]

Employer Dashboard

From the Employer Dashboard, employers may submit an authorization request to complete a Going PRO Talent Fund application, view or edit a submitted application, and see the status of an application.

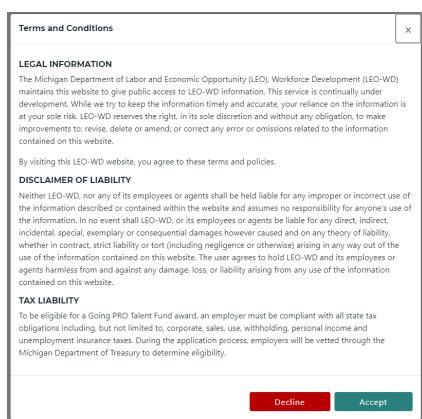## Authorization Request for a New Independent Application

Follow the steps in this section to request permission to create a new application. An MWA must grant permission to complete a Talent Fund application in WBLOMS. To request permission to submit an application, you must sign in to WBLOMS and submit an authorization request. Complete all required fields to request authorization from an MWA to apply for a Talent Fund award. Entering text may prompt a drop-down list to select from and/or the automated population of data (i.e., FEIN number). Please review all fields prior to clicking Submit.

You will need to submit an authorization request regardless of any approved authorization requests from previous application periods.

If you would like to connect a new WBLOMS account to an existing application, please see the next section titled "Authorization Request for an Existing Independent Application".

Step 1
Click on "New Authorization Request." Accept the terms and conditions.

Step 2
In the field labeled Employer, **slowly** enter text to search for Federal Employer Identification Number (FEIN) or Company Name. As you slowly type you will see a drop-down menu appear. If the drop-down menu does not appear, pause while typing to see a spinning circle that will eventually load the menu. Please note, the web browser you are using may have saved details such as names, addresses, or phone numbers that cause a different drop-down menu to appear. Be sure to use the WBLOMS drop-down menu pictured below.

Authorization Request

Please complete all required fields below to request authorization from an MWA to apply for a Going PRO Talent Fund award. Entering text may prompt a drop-down list to select from and/or the automated population of data (i.e., FEIN number). Please review all fields prior to clicking Submit.

Employer **Step 2**

small

FEIN ⓘ

383555592 : A-1 **SMALL** ENGINE REPAIR LLC
450628865 : AB **SMALL** BUSINESS MARKETING
202856289 : ADVANCED **SMALL** BUSINESS
274283376 : BERGMAN **SMALL** ANIMAL PC
383081938 : BRIAN'S **SMALL** ENGINE REPAIR,
203926090 : CASEVILLE **SMALL** ANIMAL CLINIC
953512045 : CDC **SMALL** BUSINESS FINANCE
383544373 : COLDWATER QUINCY **SMALL** ENGINE : **SMALL** ENGINE SALES & SERVICE
811953464 : COREY **SMALL**EY-HARRISON
474884569 : CRYSTINE **SMALL**

Step 3

Select the employer details from the drop-down list. If your company does not appear on the drop-down list, proceed to manually type in your Employer Name and FEIN in the appropriate fields. If selected from the list, you will not be able to edit the FEIN field. The drop-down list displays the employer details in the following order FEIN: Employer Name: DBA Name.

Employer

111222333 : Example Company : Example Company Nar

FEIN ⓘ

111222333

Doing Business As ⓘ

Example Company Name to Appear on Awards List

Step 4

If it did not automatically fill, enter the name your business is commonly referred to under Doing Business As (DBA) name. This should be the public facing name of your company.

Step 5

Enter the name of the specific site applying for an award. This name will be used to identify your company in WBLOMS. Please enter a name that clearly identifies your company and the site you are applying for. Contact your MWA to determine if they have a desired naming convention. An example would be "Company X - Grand River Location".

If you have previously applied to Talent Fund through WBLOMS and would like to use the same site information, click into the Site/Plant/Facility Name field. A drop-down menu will appear containing all sites that have been created for the Employer and FEIN. Click on the site you wish to use. The address fields will then automatically populate with the previously used address for that site.

Step 6

Enter the address of the site that is applying. If you have previously applied to Talent Fund through WBLOMS and would like to use the same site information, when you select the site as detailed in Step 5, the address for this site will automatically populate and you will not be able to edit these details.

Step 7

Select "New" if you are the first person from your company to request authorization to submit an application for this application period. If "New" is selected and this authorization request is approved, you may begin a new application for this application period. Additionally, any previous award cycle applications attached to the site indicated in your authorization request will also be available to view on the employer dashboard.

If you are only attempting to connect to an existing application for this program year or from a previous award cycle, follow the steps in the next section titled "Authorization Request for an Existing Independent Application".

Step 8

The "Select MWA you are working with" will auto populate based on your zip code. If you are working with a different MWA other than the one in your service area, you can change your selection by clicking on the drop-down arrow.

Step 9

If you are working with a specific MWA representative, you may enter their contact info here. This section is optional, and you must enter a First Name, Last Name, Email, and Phone Number if you choose to enter any information here.

Step 10

Click "Submit."

Submitted requests will appear on your dashboard. You will receive an email when the request has been approved or denied by the MWA.

Authorization Request for an Existing Independent Application

Follow the steps in this section to connect a WBLOMS account to an existing application. This may be necessary if someone else from your company has already created an application and you would like to access it using your own unique login credentials. You may also follow these steps to attach your employer account to an existing application from previous award cycles. Finally, follow these steps if an MWA has created an application on behalf of your company.

An MWA must grant permission to connect to an existing Talent Fund application in WBLOMS. To request permission to connect to an existing application, you must sign in to WBLOMS and submit an authorization request. Entering text may prompt a drop-down list to select from and/or the automated population of data (i.e., FEIN number). Please review all fields prior to clicking Submit.

Step 1

Click on "New Authorization Request." Accept the terms and conditions.

Step 2

In the field labeled Employer, **slowly** enter text to search for Federal Employer Identification Number (FEIN) or Company Name. As you slowly type, you will see a drop-down menu appear. If the drop-down menu does not appear, pause while typing to see a spinning circle that will eventually load the menu. Please note, the web browser you are using may have saved details

such as names, addresses, or phone numbers that cause a different drop-down menu to appear. Be sure to use the WBLOMS drop-down menu pictured below.

Step 3

Select the employer details from the drop-down list that are identical to the details on the existing application. You must select from the drop-down list to connect to an existing application. The drop-down list displays the employer details in the following order FEIN: Employer Name: DBA Name.

Step 4

If it did not automatically fill, enter the name your business is commonly referred to under Doing Business As (DBA) name. This should be the public facing name of your company that you would like to appear on the awards list should your application be awarded.

Step 5

Click into the Site/Plant/Facility Name field. A drop-down menu will appear containing all sites that have been created for the Employer and FEIN. Click on the site that exactly matches the site details on the existing application. The address fields will then automatically populate with the previously used address for that site.

Step 6

When you select the correct site as detailed above in Step 5, the address for this site will automatically populate and you will not be able to edit these details.

Street Address Line 1

> 1234 Allegan St

Street Address Line 2

ZIP Code	County
48912	Ingham County

City	State
Lansing	Michigan

Step 7

Select "Existing". To connect to an existing application. Please verify that above steps have been completed properly and that the site details (Employer Name, FEIN, Site Name, Address) have been selected from the drop-down menus rather than typed in manually. These details must be identical to the details on the existing application you wish to connect to.

Requesting authorization to submit: ⑦

◯ New   ◯ Existing

Step 8

The "Select MWA you are working with" will auto populate based on your zip code. If the existing application was originally submitted to a different MWA other than the one in your service area, you can change your selection by clicking on the drop-down arrow. The selected MWA must be the MWA on the original application.

Select MWA you are working with   Step 8

> Capital Area Michigan Works!

Step 9

If you are working with a specific MWA representative, you may enter their contact info here. This section is optional, and you must enter a First Name, Last Name, Email, and Phone Number if you choose to enter any information here.

Step 10

Click "Submit."

Submitted requests will appear on your dashboard. You will receive an email when the request has been approved or denied by the MWA. If the request is approved, you will have access to any existing application for the indicated site.

Add MWA Representative ⓘ Step 9

First Name

[   ]

Last Name

[   ]

Email

[   ]

Phone

[   ]

Notes ⓘ

[   ]

0 of 500 characters

Step 10

[Cancel] [**Submit**]

Begin an Application

To begin an application, you must first submit an authorization request as detailed in the Authorization Request for Independent Application sections. There are two types of authorization requests "New" and "Existing" as described in the previous sections. Please notice the Request Type in the screenshot below. The Request Type will be labeled "Independent" for new independent authorization requests.

Authorization Requests

Once an Authorization request is approved by an MWA it will appear here. To begin an application, click "Start Application".

FEIN	Site Name	Request Type	Status	MWAName	Status Date	
					Step 1	Step 2
111222333	Example Company - Lansing Location	Independent	Approved	Capital Area Michigan Works!	10-26-2020 1:12 PM	Start Application
						View
380677845	Lansing	Existing	Approved	Capital Area Michigan Works!	10-21-2020 10:26 AM	View

[New Authorization Request] View All

Once a "New" request for authorization is approved by an MWA, the status will change to approved. A new application can be started. Follow the steps below to begin a new application.

Once an "Existing" authorization request has been approved, the status will change to approved. You will be able to view any existing applications for the site that was indicated in the request. You may not edit applications from previous award periods. Applications from previous award periods cannot be copied or transferred to the current application period

Step 1
Under the Authorization Request section, locate a request that has been approved.

Step 2
On the right side of the screen near the request, click "Start Application."

Editing an Application

At any time, you may exit your application and return later to finish. You must manually save any information before exiting.

Applications

Reference#	FEIN	Site Name	Application Type	Status	MWAName	Modified	
21-01669	111222333	Example Company - Lansing Location	Independent	New	Capital Area Michigan Works!	10-26-2020 1:23 PM	Step 3 Edit View

Step 1

To continue editing an application after it has been saved and closed, you must first log in.

Step 2

Scroll down to "Applications" section. Applications will be displayed here.

Step 3

Click "Edit" on the right side of the screen next to application you wish to edit. The edit option will not be available if the application is from a previous year, or if the application has been submitted to the MWA.

Employer Information Section

Step 1

Select the Priority Industry Sector of the employer that the proposed training supports. The correct option must be selected here to score points as detailed in the Independent Application Scoring Criteria. Non-scoring applicants must select "Other."

Select High Priority Sector ⑦

Select High Priority Sector:

Select High Priority Sector:
Agribusiness
Construction
Education
Energy
Healthcare
Hospitality
Information Technology
Manufacturing
Mobility
Outdoor Recreation
Other

Step 2

Enter North American Industry Classification System (NAICS) Title or Code. As you slowly type a drop-down menu will appear. Select code from the list.

Enter North American Industry Classification System (NAICS) Title or Code. As you slowly type a drop-down menu will appear. Select the code from the list.

Step 3

Enter the total number of full-time permanent employees in the company at this location.

Step 4

Enter the public facing name of the company as it should appear on the list of awarded applications.

Step 5

Click "Save and Continue."

Diversity, Equity, and Inclusion (DEI) Section

Step 1

Select the applicable DEI category from the drop-down menu. The correct option must be selected here to score points as detailed in the Independent Application Scoring Criteria. Non-scoring applicants must select "Not Applicable."

Step 2

Click "Save and Continue."

Contacts Section

Step 1
Enter information for all required fields for primary contact which include: First Name, Last Name, Phone Number, and Email. To use the information previously entered during account creation, click "Same as site user"

Step 2
Click "Save and Continue." Repeat for steps 1 and 2 for alternate contact.

Add Primary Contact

First Name **Step 1**

Middle Initial

Last Name

Title

Phone Number

Extension

Email

Step 2   Save   Save and Continue

Training Information Section

Step 1
Select the date training will begin. You will not be able to select a date outside of the range of dates determined by the program cycle. This date represents the earliest date training will start.

Step 2
Select the date training will end. You will not be able to select a date outside of the range of dates determined by the program cycle. This date represents the final date all training must conclude. For employees participating in on-the-job training (OJT), the training end date includes the required 90-day retention period and must conclude within one year of the award date.

Step 3
Click "Save and Continue."

Training Information

Enter the dates that the Going PRO Talent Fund-funded training will begin AND end. This encompasses the entire award period for this application. For new employees receiving on-the-job training, the training end date includes the required 90-day retention period and must conclude within one year of the award date.

Date training will begin ⑦

01/01/2023

Date all training will end ⑦

08/31/2023

Save   Save and Continue

Training Plan

In the following sections you will create the Training Providers, Training Courses, and indicate how many of each type of trainee are participating. The information entered will allow WBLOMS to create a downloadable training plan that can be retained for your records **(which will be available at a future date).** Additionally, upon completion of all sections of the online application, a PDF copy of the application will be available for download. Please note, the downloadable training plan and PDF of the application do not interact with WBLOMS in any way once they are downloaded. Once the Excel of the training plan is downloaded, if you change the data in any cells, these changes will not be reflected in your application. Applications are always edited through WBLOMS as described in the steps in this guide.

Training Provider Section

The Training Providers must be created in WBLOMS first before creating training courses and indicating how many employees are participating in a course. For USDOL Registered Apprenticeship classroom and/or OJT training, create the provider in this section, then indicate the training is for USDOL training when the course is created in the following Training Plan section.

Removing a training provider will delete corresponding courses in the Training Plan section and may cause the Trainee Counts and Reimbursement Details to be deleted.

To add a College or University, Community College, Private/Proprietary Training Institution, Union/Joint Apprenticeship Training Council, Vendor, or Other Training Provider, follow steps 1 through 6.

To add an OJT Provider for standard OJT or USDOL Registered Apprenticeship OJT follow steps 7 through 9.

Step 1
Select Type of Training Provider. To add an OJT Provider skip to step 7

Step 2
Enter Training Provider Name.

Step 3
Enter Training Provider City.

Step 4
Enter Training Provider State.

Step 5
Click "Add Training Provider."

Step 6
Click "Save." Repeat steps 1 through 6 for all College or University, Community College, Private/Proprietary Training Institution, Union/Joint Apprenticeship Training Council, Vendor, or Other training providers.

Step 7
Select Type of Training Provider (On-the-Job Training (OJT)). You will notice all other fields will automatically fill with the employer's information. Skip to step 9 instead if you have no OJT.

Step 8

Click "Add Training Provider". Please note, you may only ever create one OJT Provider. After you create the OJT Provider you will not have the option on the dropdown to select OJT. See screenshot below.

Step 9

Repeat Steps 1 through 6 until all training providers have been added.

Step 10

You may edit a training provider by scrolling down and clicking "Edit" next to a provider. After clicking edit, scroll up to the top of the page to edit the provider details. You may delete a provider by clicking "Remove". Clicking "Remove" will delete any courses associated with that provider.

Step 11

Click "Save and Continue."

Training Plan Section

While creating the training courses, there are four types of training to choose from (Classroom/Customized Training, USDOL Registered Apprenticeship -Classroom, OJT, and USDOL Registered Apprenticeship OJT).

Each type of course will be detailed separately in this guide. To create Classroom/Customized Training follow steps 1 through 10.

To create USDOL Registered Apprenticeship – Classroom Training follow steps 11 through 21.

To create OJT follow steps 22 through 29.

To create USDOL Registered Apprenticeship – OJT follow steps 30 through 39.

To edit a training course or OJT follow steps 41 through 44.

Removing a course may clear any details that have been entered in the Trainee Counts and Reimbursement sections of the application.

Training Provider

    Select Training Provider:

Training Course Name

Training Type

    Select Training Type:

Credential Earned Upon Course Completion

    Select Credential Earned Upon Course Completion:

Where training is being delivered

    Select Where training is being delivered:

Number of New Hires assigned to the training course

Number of Current Employees assigned to the training course

Training Cost Per Person ⓘ

    $

Cancel   Add Training Course

Step 1 - Creating Classroom/Customized Training
Select previously created training provider from the drop down. College or University, Community College, Private/Proprietary Training Institution, Union/Joint Apprenticeship Training Council, Vendor, or Other Training Provider.

Training Provider

    Select Training Provider:

    Select Training Provider:
    Example Community College
    FY23 Example Employer (OJT)

Step 2
Enter the Training Course Name.

Step 3
Select the Classroom/Customized Training option from the Training Type drop down.

Training Type

Select Training Type:

Select Training Type:

Classroom/Customized Training

USDOL Registered Apprenticeship - Classroom

Step 4
Select the credential earned upon completion.

Credential Earned Upon Course Completion

Select Credential Earned Upon Course Completion:

Select Credential Earned Upon Course Completion:
Certificate of completion
Certification
College Credit
License
Other

Step 5
Select where the training is being delivered.

Step 6
Enter the number of New Hires assigned to the course.

Step 7
Enter the number of Current Employees assigned to the course.

Step 8
Enter the Training Cost Per Person. The Training Cost Per Person must represent the exact cost that will be reimbursed by Going PRO Talent Fund. Do not include excess amounts that will be paid as employer contribution.

Step 9
Click "Add Training Course"

Step 10
Repeat Steps 1 through 9 until all training courses of this type have been added.

Step 11- Creating USDOL Registered Apprenticeship – Classroom Training
Select previously created training provider from the drop down. College or University, Community College, Private/Proprietary Training Institution, Union/Joint Apprenticeship Training Council, Vendor, or Other Training Provider

Step 12
Enter the Training Course Name.

11/03/22

Step 13

Select the USDOL Registered Apprenticeship - Classroom option from the Training Type drop down.

Training Type

Select Training Type: ˅

Select Training Type:

Classroom/Customized Training

USDOL Registered Apprenticeship - Classroom

Step 14

Select the credential earned upon completion.

Step 15

Select where the training is being delivered.

Step 16

Enter the number of New Hires assigned to the course.

Step 17

Enter the number of Current Employees assigned to the course.

Step 18

Enter the Training Cost Per Person. The Training Cost Per Person must represent the exact cost that will be reimbursed by Going PRO Talent Fund. Do not include excess amounts that will be paid as employer contribution.

Step 19

Enter the type of apprenticeship program or position the training applies to. For example, Electrician.

Step 20

Click "Add Training Course"

Step 21

Repeat Steps 11 through 20 until all training courses of this type have been added. If you have multiple iterations of the same course being offered by the same provider on different dates enter them all in as separate courses.

Step 22 - Creating OJT Training

Select the previously created OJT training provider from the drop down.

Step 23

Enter the Job Title / Occupation.

Job Title/Occupation

Step 24

Select the On the Job Training (OJT) option from the Training Type drop down.

Training Type

Select Training Type:	⌄
Select Training Type:	
On The Job Training (OJT)	
USDOL Registered Apprenticeship - OJT	

Step 25

Enter the number of New Hires assigned to the course.

Step 26

Enter the Training Cost Per Person. The Training Cost Per Person must represent the exact cost that will be reimbursed by Going PRO Talent Fund. Do not include excess amounts that will be paid as employer contribution. Cost of OJT is traditionally calculated by multiplying the number of training hours by the hourly wage of the employee.

Step 27

Enter the number of training hours.

Step 28

Click "Add Training Course."

Step 29

Repeat Steps 21 through 28 until all OJT courses have been added. Each Job Title/ Occupation participating in OJT must be represented as a unique course. For example, if you have Crane Operator OJT and Welder OJT, the OJT for each position must be represented by creating two OJT courses using steps 21 through 28.

Step 30 - Creating USDOL Registered Apprenticeship – OJT Training

Select previously created OJT training provider from the drop down.

Step 31

Enter the Job Title / Occupation.

Job Title/Occupation

Step 32

Select the USDOL Registered Apprenticeship – OJT option from the Training Type drop down.

Training Type

USDOL Registered Apprenticeship - OJT	⌄
Select Training Type:	
On The Job Training (OJT)	
USDOL Registered Apprenticeship - OJT	

Step 33
Enter the number of Current Employees assigned to the course.

Step 34
Enter the number of New Hires assigned to the course.

Step 35
Enter the Training Cost Per Person. The Training Cost Per Person must represent the exact cost that will be reimbursed by Going PRO Talent Fund. Do not include excess amounts that will be paid as employer contribution. Cost of OJT is traditionally calculated by multiplying the number of training hours by the hourly wage of the employee.

Step 36
Enter the number of training hours.

Step 37
Enter the type of Apprenticeship Program/Position.

Type of Apprenticeship Program/Position ⑦

Step 38
Click "Add Training Course"

Step 39
Repeat Steps 30 through 38 until all USDOL Registered Apprenticeship OJT courses have been added. Each Job Title/ Occupation participating in OJT must be represented as a unique course. For example, if you have USDOL Registered Apprenticeship Plumber OJT and USDOL Registered Apprenticeship Electrician OJT, the OJT for each position must be represented by creating two USDOL OJT courses using steps 30 through 38.

Step 40
Click "Save and Continue."

Step 41 – Editing a Training Course or OJT
At the bottom of the page next to a course click "Edit." Clicking "Remove" will delete the course. **Removing a course may clear any details that have been entered in the Trainee Counts and Reimbursement sections of the application.**

Example OJT - $1,200 - 60 hrs
OnSite
FY23 Example Employer (OJT)
On The Job Training (OJT) $1,200   **Step 41**
Total Trainees - 1   edit   remove
New Hires: 1 - $1,200

Example College Course - $800
Online - College Credit
Example Community College
Classroom/Customized Training $4,800   edit   remove
Total Trainees - 6
New Hires: 1 - $800
Current Employees: 5 - $4,000

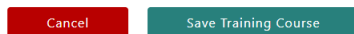Save   Save and Continue

Step 42

After clicking edit, scroll to the top of the page. Notice the course details for the selected course are displayed. Edit any course details.

Step 43

To cancel and in progress edit click "Cancel"

Step 44

Once edits are complete click "Save Training Course."

Trainee Counts

In this section enter the number of unique individuals for each field. In each field a trainee may only be counted once, however, a trainee may be represented in more than one field. The first two fields represent the total unique count of current and new hires and the subsequent fields show the breakdown of apprentices and college credit. For example, there are ten unique current employees being trained. Of those ten current employees, five individuals are apprentices, and two of those apprentices are receiving college credit. If a type of trainee is not included on the training plan, the corresponding Trainee Counts field will be grayed out.

Editing any fields on the Trainee Counts page will erase the entries in the Reimbursement Details section.

Step 1

Enter the Total Number of unique New Hires to be trained. (If applicable)

Step 2

Enter the Total Number of unique Current Employees to be trained. (If applicable)

Step 3

Enter the Total Number of unique New Hire USDOL Apprentices to be trained. (If applicable)

Step 4

Enter the Total Number of unique Current Employee USDOL Apprentices to be trained. (If applicable)

Step 5

Enter the Total Number of unique New Hires who will earn college credit. (If applicable)

Step 6

Enter the Total Number of unique Current Employees who will earn college credit. (If applicable)

Step 7

Enter the average hourly wage of all trainees. Average hourly wage is calculated by dividing the sum of all hourly wages of trainees by the total number of trainees.

Step 8

Click "Save and Continue"

Reimbursement Details

In this section enter the reimbursement amount requested for each type of trainee up to the respective per person cap (maximum reimbursable amount). Create a new entry for trainees of the same type who are requesting different reimbursement amounts. For example, an entry would be created for ten current employees who are being reimbursed at $1,000.00, and a second entry would be created for five current employees who are being reimbursed at $2,000.00. If you cannot add a certain type of employee (i.e. New Hires USDOL Apprentices) verify that the proper training courses have been added and that the Trainee Counts page is accurate.

Please note, if training courses are removed on the Training Plan page or the Trainee Counts page is updated, entries on this page will be deleted.

Reimbursement Details

Enter the reimbursement amount requested for each type of trainee up to the respective per person cap (maximum reimbursable amount). Create a new entry for trainees of the same type who are requesting different reimbursement amounts. For example, an entry would be created for 10 current employees who are being reimbursed at $1,000, and a second entry would be created for 5 current employees who are being reimbursed at $2,000.

Please note, if training courses are removed on the Training Plan page, data on this page will be deleted.

Select Trainee Type

Select Apprentices

Number of total trainees

Reimbursement amount

$

Cancel   Add Reimbursement

Save and Continue

Step 1
Select a trainee type (New Hire or Current Employee).

Step 2
Select whether the trainees are USDOL Registered Apprentices or Non-Apprentices. This will determine the per person cap (maximum reimbursable amount). Please note, a warning message will appear if you select the apprentice option but have not built any USDOL RA courses on the Training plan page and have not added USDOL RAs on the Trainee Counts Page.

Step 3
Enter the number of trainees.

Step 4
Enter the reimbursement amount per trainee.

Step 5
Click "Add Reimbursement." The entry will be added to the bottom of the page.

Step 6
Repeat steps 1 through 5 until all trainees have been added.

Step 7
To edit an entry, click "Edit." You may then edit the number of trainees and reimbursement amount. Click "Save Reimbursement" when finished.

Step 8
To remove an entry, click "Remove."

Step 9
Click "Save and Continue."

Funding Request and Employer Contribution

Before submitting an application, verify that the total cost of all training displayed in the Training Cost section matches the total amount of Going PRO Talent Fund program funds being requested. Excess training costs that are above the reimbursement amount requested must not be included on the training plan.

Training Cost

Before submitting, verify that the total cost of all training matches the total amount of going PRO Talent Fund program funds being requested. Excess training costs that are above the reimbursement amount requested must not be included on the training plan.

$ 6,000

Total amount of Going PRO Talent Fund program funds being requested

$ 6,000

In this section provide a total projected employer contribution amount.

Total projected employer contribution amount

$

Attachments to support the employer contribution are optional.

Employer contribution may include:

- Total amount of excess training cost that will not be reimbursed by award
- Projected wages (including healthcare benefits/paid leave) of employees while in Going PRO Talent Fund training
- Travel Costs for employees in Going PRO Talent Fund Training
- Reasonable cost of new equipment (i.e., one year's value) or software directly related to proposed training
- Supportive services provided to employees in Going PRO Talent Fund Training (Examples: tuition reimbursement, childcare assistance, additional transportation assistance)
- Other (Examples: overhead/administrative costs, cost of outside training facility, release time for trainees working towards high school equivalency completion during work hours, and lost productivity due to employee(s) attending training)

Note that On the Job (OJT) training should not be included. Upon completion of training, revised contribution must be reported.

Step 1 (Training Cost)
Total Cost of all training will be calculated based on information entered in the Training Plan section. Total amount of Going PRO Talent Fund program funds being requested will be calculated based on the information entered in the Reimbursement Details section. Verify that the totals match.

Step 2 (Employer Contribution)
Enter the total projected employer contribution amount.

Step 3
Click "Save and Continue."

Review and Submit

Step 1

Review the information in each section by scrolling down. If edits need to be made, click "Edit." You can also use the checklist on the left side of the screen to return to previously completed sections.

Please note, the scores displayed in the Application Scores Overview are not final until the application is submitted by the MWA. Edits to the application may change the scores displayed is this section.

Once all sections have been completed you will see a green check by every section on the left side of the screen. The "Submit Application" button will be active. There will be three dots "…" next to the section you are currently in.

Step 2

Once all information has been verified as accurate, click "Submit Application." This will send the application to the MWA for review. If you cannot click "Submit Application" review the checklist on the left side of the screen to ensure all sections have been completed. Return to any incomplete sections where a green checkmark is not displayed, complete the section, then click save. If you still cannot click "Submit Application", start at the Employer Info section, click "Save and Continue", then navigate through each page this way until all sections are complete.

Notice the "Submit Application" button is not active:

Notice there is an incomplete section (Training Information) with no checkmark:

Step 3

On the Employer Dashboard under the Applications section, notice the status of the application changed to "Submitted to MWA."