

## Privacy and Terms of Use Statement\* (required reading)

This Privacy and Terms of Use Statement governs the way Michigan Training Connect collects, holds and uses data that you may submit. Please be sure to read this entire Statement before using or submitting information. Michigan Training Connect takes reasonable precautions to protect the information of a user. When a user submits sensitive information via the [application form](#), the information is protected both on-line and off-line.

### Safeguards

- **Verification:** All training providers must request a new account to use the system which must be validated by agency staff before they can post training programs. Information provided in the [application form](#) will be used in the verification and account creation process. If our office is unable to verify information based on the data submitted, further information may be requested.
- **User ID and Password:** Your email address will be your user ID. Upon successful account creation, an initial password will be sent to this email. The sign in process will require you to change the password the first time you sign in. The User ID and Password is required for all future access to the system. For security purposes, the system will prompt users to change their password every 180 days. Accounts that show no activity in a two year period will be automatically deactivated.
- **Privacy:** Training provider contact information provided for validation will not be released. No training provider information will be sold for any purpose.

### Training Provider Responsibilities

Training providers must agree to follow the established criteria for use of the system upon account access. Violations of these policies may result in the deactivation of a user's account:

1. **Fees:** Neither you nor your agents may charge a fee to use the Michigan Talent Connect system. Individuals have been asked to report any violations of this policy.
2. **Credentials:** You must have all applicable licenses, be able and willing to supply mandatory program specific data and agree to share documentation with agency staff upon request to participate.
3. **Location:** Schools that are headquartered or located outside of Michigan are subject to some special requirements. Schools that are located in another state but recruit and serve Michigan residents must apply for a certificate of compliance and be licensed to solicit business in Michigan. Schools that are headquartered in another state but offer training at a Michigan location must have the appropriate Michigan license.
4. **Licensing:** Schools that prepare students to enter certain specialized occupations may be licensed or approved by a State of Michigan agency other than Corporations, Securities & Commercial Licensing, or by both CSCL, and another State agency. If an [area of study](#) is not specifically listed, then the Licensing Division is responsible for program approval and school licensing requirements.
5. **Fraudulent Activity:** Training providers may be deactivated for any suspected fraudulent activity.

## Modifications

Michigan Training Connect reserves the right to modify or amend this Statement at any time. You are responsible for regularly reviewing this Privacy Policy and all such changes. Continued use of the website after any such changes have been posted shall constitute your agreement to such changes.

## Contact

If you have any questions about this Privacy and Terms of Use Statement, please email [mitc@michigan.gov](mailto:mitc@michigan.gov). If you require additional assistance, contact us at (517) 335-5858 Monday through Friday, 8:00 AM to 5:00 PM, or write to:

Workforce Development Agency, State of Michigan  
Attn: Michigan Training Connect  
201 N. Washington Square, 3rd Floor  
Lansing, MI 48913