



Going PRO Talent Fund 2025 Cycle 1 Application Checklist

Requirements to apply:

- Active [Pure Michigan Talent Connect \(PMTC\)](#) account
- Fact-Finding meeting with WMW Business Solutions Representative
- Authorization request submitted and approved in [WBLOMS](#)
- Application submitted to WMW in [WBLOMS](#); status should be “Submitted to MWA” or “Employer Rework”

Required documents to be submitted to your WMW Business Solutions Representative via email:

- Completed [WMW Training Plan and Employer Contribution](#)
- Signed W9 with your company’s legal name and FEIN
Training Provider quotes and outlines/curriculum
- U.S.DOL Registered Apprenticeship program standards or [commitment letter](#) (if applicable)
- [Training rationale](#) (if applicable) required for:
 - Training occurring outside of MI
 - Safety training
 - Training directly applicable to infrastructure, electric vehicle (EV) or mobility
 - Training directly applicable to increasing household access to high-speed internet
 - Training directly applicable to creating or preserving affordable housing units
 - 100% OJT reimbursement for U.S. DOL Registered Apprentices
 - The same training is requested for entire department or company
- [Proof of DEI status or DEI attestation](#) (if applicable)

Application dates & deadlines:

Independent Application	Cycle 2
Application Period	October 1 – October 18, 2024 4:59 p.m. ET
Employer deadline for submitted applications	4:59 p.m. ET Friday, October 18, 2024
Training Period	January 1, 2025 – December 31, 2025

Once your application has been submitted to West Michigan Works!, it will be reviewed and then submitted to the state’s Talent Fund team. Plan to submit your application as early as possible to avoid experiencing technical difficulties that would prevent you from meeting the deadline.

If you have any questions, please contact your Business Solutions Representative. If you do not know who your Business Solutions Representative is, email business@westmiworks.org.