

Post-Secondary Training

INTRODUCTION

Customers interested in pursuing post-secondary training will participate in or provide documentation of vocational exploration activities. This exploration process promotes informed choice, leading to goals dedicated to demand-driven employment outcomes. Activities such as transferable skills analysis, labor market information analysis, informational interviewing, job shadowing, mentoring, volunteer or paid work experience, etc., shall be outlined in the Individualized Plan for Employment (IPE) as appropriate with supporting documentation in the customer's case file.

POLICY STATEMENT

BSBP will only support post-secondary training from an accredited institution when advanced training is necessary to obtain and maintain competitive integrated employment. This allows an individual to meet substantial gainful activity by attaining a recognized credential.

PURPOSE

This policy should ensure that all post-secondary training services supported by BSBP are tied to demand-driven employment, enabling the VR participant to fully realize their strengths and talents and achieve competitive integrated employment and substantial gainful activity.

FRAMEWORK

[Postsecondary Vocational Institute](#)

[Scope of Vocational Rehabilitation Services](#)

[Written Policies Governing the Provision of Services](#)

[Comparable Services and Benefits](#)

[Primary Indicators of Performance](#)

DEFINITIONS

Credential Attainment: The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training BSBP Policy Manual- Glossary March 17, 2025 8 (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program.

Measurable Skills Gain (MSG): is the percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

Training Milestones: are met when satisfactory or better progress towards skills advancements are made when participating in on-the-job training (OJT), registered apprenticeship program, or MCTI (Michigan Career and Technical Institute) benchmark. Documentation may include employment verification.

Skills Progression is shown through successful passage of an exam required for an occupation or progress in attaining trade-related benchmarks. Documentation may include transcripts and certificates originating from the training entity.

PROCEDURE

Rehabilitation Professional Responsibilities

The rehabilitation professional is responsible for assisting the customer in making an informed decision on post-secondary training options by reviewing accredited programs with the customer, and aligning programs and services with the customer's skills, abilities, and academic needs.

BSBP will support post-secondary training to achieve the credential attainment necessary to achieve the identified vocational goal. The customer's case documentation and IPE must reflect the detailed rationale for determining the vocational goal and the services necessary to achieve the stated goal.

BSBP contributions toward post-secondary education may include:

- Tuition and fees for required courses, including required electives for the approved certificate or degree program.
- Required textbooks, course materials, supplies, and equipment as defined in the course syllabus.
- Reader or tutor services if the rehabilitation professionals, academic advisors, and the customer determine them necessary.

BSBP may assist with room and board expenses up to 75% of normal living expenses. If training is required outside the individual's home community, see Maintenance Policy and Procedure. The following resource can be used to assist in determining costs that are normal living expenses.

<https://www.fns.usda.gov/cnpp/usda-food-plans-cost-food-reports-monthly-reports>

BSBP may assist with rehabilitation technology services and equipment necessary to complete the requirements of approved programming.

BSBP is responsible for reporting Measurable Skill Gains (MSG) and Credential Attainment (CA) as a percentage of VR participants enrolled in an education or training program who attain a credential or its recognized equivalent during participation in or within one year after exiting the program.

Customer Responsibilities

Before approving post-secondary training, the customer shall provide written documentation identifying their current vocational goal and plan for attainment. This plan shall include required training, i.e., types of certificates or degrees required, completion timelines, potential job prospects based on labor market information in the geographical area they intend to reside, and personal contributions to achieving the outlined goal.

Participation in a BSBP-approved post-secondary readiness program is also required for customers seeking sponsorship to ensure they have obtained the necessary skills to succeed in their identified program. Unless unique and extenuating circumstances require alternative arrangements,

this evaluation will occur at the BSBP Training Center in Kalamazoo. Alternative arrangements must be pre-approved by the assigned rehabilitation professional and manager through the purchase approval process.

The customer is responsible for the cost of application(s) to post-secondary training programs. The rehabilitation professional may provide resources to the customer which may assist with the cost of application(s) fees if needed.

The customer must also provide a copy of the acceptance letter from an accredited academic training program and an outline of the program of study/curriculum.

The customer must sign a release of information allowing BSBP representative(s) to communicate with the educational institute related to academic standing, finances, and accommodations.

Annual completion of the Federal Student Aid ([FAFSA®](#)) form and proof of FAFSA submission, along with the financial aid award letter from the program or institute they have applied to or will be attending, shall be submitted to their rehabilitation professional. The submission shall be received no later than July 1st for fall attendance and by November 1st for winter/spring attendance. Customers unable to meet either deadline will have their training delayed to the following semester.

Customers are also expected to apply for any other applicable scholarships annually as a comparable benefit. Customers who receive scholarships with a specific purpose shall use scholarships designated by the awardee to defray educational expenses.

Customers approved for a Total Permanent Disability (TPD) discharge resulting in federal loan forgiveness must accept BSBP's expectation of competitive integrated employment upon completing a training program as identified by signing the IPE agreement.

BSBP-sponsored customers must enroll and complete a full course load defined by the post-secondary training program.

Enrollment Status by Number of Credits (Fall / Spring)

	Full-Time Enrollment	$\frac{3}{4}$ -Time Enrollment	$\frac{1}{2}$ -Time Enrollment	Less than $\frac{1}{2}$ -Time Enrollment
Undergraduate	12 credits	9-11 credits	6-8 credits	1-5 credits
Graduate Certificate	9 credits	7-8 credits	5-6 credits	1-4 credits
Master's Degree	9 credits	7-8 credits	5-6 credits	1-4 credits
Doctoral Degree	6 credits	4-5 credits	3 credits	1-2 credits
Medical	12 credits	9-11 credits	6-8 credits	1-5 credits

Attending less than full-time will need to be approved by the Bureau Director through the purchase approval process. The request to attend less than full-time will need to be accompanied by supporting documentation noting the rehabilitation barrier(s) preventing full-time attendance and a plan for completing studies not to exceed one year post the anticipated graduation date for a typical student.

The customer shall obtain at least the minimum performance standards determined by the post-secondary training program. Customers shall know the educational institution's requirements for performance to avoid probationary status. Customers will be responsible for providing an unofficial transcript or documentation of MSG to their rehabilitation professional within 30 days of course completion.

If the transcript documents any of the following, the customer would need to follow the guidance included.

- **Incomplete course:** the customer must complete the course while maintaining compliance with the post-secondary training program requirements and established expectations identified by post-secondary policy.
- **Fail or drop after the deadline for a refund:** those credits will reduce the future funding during the next enrollment period.
- **Medical withdrawal:** the customer must follow the educational institute's process for obtaining a medical withdrawal. The rehabilitation professional shall be informed of steps taken during this process.

The customer shall proactively contact the [Disability Services Office](#) at the educational institute, self-advocating for any required accommodations. The rehabilitation professional should be made aware of any potential accommodation needs.

The customer shall communicate with their rehabilitation professional before making changes to their study program. These changes must be approved by reviewing supporting documentation, i.e., labor market information, curriculum review, and the timeline for completion. If changes are made without approval, BSBP sponsorship may be jeopardized.

The customer shall provide the rehabilitation professional with a copy of their endorsed diploma certificate or transcript that indicates successful attainment of a credential after training and any additional training certificates/licensures earned up to one-year post-completion.

Authorization and Payment of Services

BSBP may provide financial support to customers eligible for identified post-secondary training as the payor of last resort. Comparable benefits, including applicable scholarships, grants, or savings plans designated for educational use, will be applied before BSBP's sponsorship. Customers are not required to apply for or utilize training or educational loans. Financial support will not be available to any customer who owes a refund on a grant or defaults on a student loan. Unrestricted awards or scholarships, including merit-based, will be considered a resource that must be applied to defray BSBP costs associated with post-secondary training and education sponsorship.

In preparation for post-secondary training, BSBP may assist with the cost of up to 24 credit hours of remedial study to meet required entrance standards, payment for preparation materials for certification exams, and professional certification fees on a one-time basis supported by the vocational goal.

Financial support for tuition shall not exceed the highest non-resident rate of the customer's local community college up to 48 credits earned. After a minimum of 48 credit hours is earned, BSBP can consider supporting the additional cost of attendance at another training site based on the in-state

tuition rates of the public institutions' established cost of attendance as required by the training needs of the identified employment goal.

- Suppose a customer chooses to attend a 4-year college or university rather than a community college for the first 48 credit hours of training. In that case, BSBP will only support the customer's local community college rate for up to 48 credits earned.
www.communitycollegereview.com.

BSBP may support private or out-of-state post-secondary training if it is determined that the training will lead to the employment goal outlined in the IPE.

- Suppose the customer chooses an out-of-state or private training program at a higher cost than an in-state or public entity. In that case, if either program would meet the individual's rehabilitation needs, the Bureau is not responsible for those costs above the cost of the in-state program.

SUMMER COURSES

BSBP's ability to financially support summer classes is considered an exception that must be approved through the purchase approval process (approved by the Division Director no later than March 15th). Criteria for exception includes summer course(s) required for the customer to graduate the following August or December, or summer course(s) is a required pre-requisite to complete a sequence of courses to graduate within an approved timeline.

Authorizations and applicable payments should be issued directly to vendors whenever possible.

- Direct client reimbursement may be allowable as a last resort only after attempting to purchase directly from the vendor if approved in advance by the Division Director. The reason for direct client reimbursement is to be documented clearly in a case note and follow the purchase approval process.

MISCELLANEOUS

Accredited Training Programs

BSBP will support post-secondary training programs that have been accredited by a regional accrediting body recognized by the U.S. Department of Education. Non-accredited programs will not be supported using vocational rehabilitation funds.

Duration of Services

Post-secondary training will be provided for up to a year post-standard completion date following the training program standards. The customer must maintain minimum performance standards determined by the post-secondary training program, attend full-time and start and complete at the same training institute. Breaks in training may jeopardize the attainment of certification or degree.

Memorandum of Understanding

There may be a written document available for review between BSBP and public colleges and universities, which defines the responsibilities of each entity to supply the customer with accessible materials, equipment, and all other related services. If a dispute arises over which entity will provide a necessary accommodation, BSBP will assume responsibility until the dispute is resolved.

Study Abroad

Study Abroad may be considered when:

- it is part of an approved course of study;
- the post-secondary program requires it; and,
- participation has been proven to increase employment opportunities post-graduation.

BSBP support of the Study Abroad programs shall not exceed the cost of the highest tuition rate for in-state Michigan residents, specific to room and board, tuition, or course materials required to complete the course(s). Additional supports or accommodations will be handled upon request as they relate to the customer's specific needs.

