

ELIGIBLE TRAINING PROVIDER LIST ROADMAP

WORKFORCE SOLUTIONS
FOR TARRANT COUNTY
A proud partner of the American Job Center network

THREE SIMPLE STEPS TO GET STARTED

STEP 1

Eligibility

To be eligible for the ETPL, be sure you're a qualifying institution. Check the FAQ.

STEP 2

Documents

For each training program you want on the list you will need the following before Step 3:

- A copy of your Career Schools and Colleges Program-Texas Workforce Commission <https://www.twc.texas.gov/programs/career-schools-colleges> Certificate of Approval or Exemption Letter or accreditation.
- The program syllabus
- A letter of support from an employer or an employer advisory board's minutes

STEP 3

Contact Workforce Board

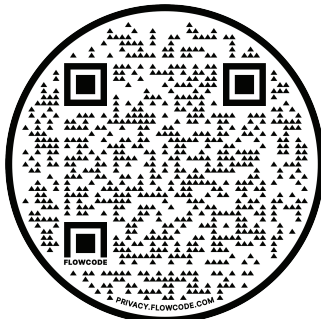
Contact the Workforce Board to get you set up with your online EdVera Account with TWC.

On EdVera you must submit:

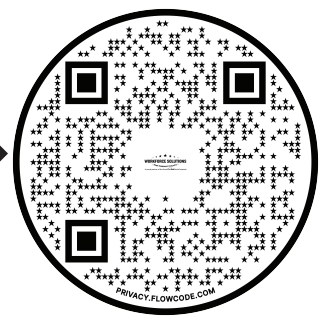
- Initial Training Provider Application (only need to enter one)
- Enter "Program Details Forms" for each training program and enter information the "Student Data Form" for each program. Hit "Submit".
- If there's no issues Workforce Board will approve it. Then, TWC ETP Help Desk will provide "Final Approval" and your program (s) will appear on the ETPL after the next update.

If there are issues or questions, check your EdVera account and your email. TWC Help Desk will use the address you provided to Edvera. For any concerns or questions, contact Workforce Board to assist.

Scan
here for
FAQs



Scan here for our
current Target
Occupation List



tarrantetpl@workforcesolutions.net

817-413-4000 • www.workforcesolutions.net

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