

## How to Become an Approved Occupational Skills Training Vendor

Occupational Skills Training – Are courses or programs that will prepare an individual to a job specific occupation  
(ex: Licensed Vocational Nurse, and Plumbers).

We use an online, web-based system to process applications from prospective vendor organizations. In order to use this system to create and submit applications for approval, you must first have a Log-on ID and Password

1. First, we suggest you go to the online application system and read through "**Applying for Certification**" section ([click here](#)).
2. Fill out, print, sign and submit a Provider Assurance Statement (PAS) Form, please [click here](#) and read the instructions under the heading "**Obtaining Access to Secured Sections of the TPCS site**". It usually takes about 1 week to activate your Log-on ID and Password.
3. After access has been given [click here](#) to enter your Log-On ID and Password.
4. Upon approval, a contract will be completed and sent for signature. Upon completion of the contract, you will be eligible to provide services to Workforce Solutions customers.
5. All approved educational and training programs leading to occupation –specific or professional degrees or certifications are listed at this [web site](#). When your application has been reviewed and approved, it will be listed here.

***Application Process may take up to 120 days to complete***

### **Application renewal process**

All programs and services are approved for one year, Vendor must submit a renewal application to remain part of the Provider Network. If you need more information and are interested in submitting a renewal application to provide occupation-skills training, [click here](#).