

## How to Become an Approved Career Advancement Training Vendor

*Career Advancement Training – Are short-duration courses, workshops, seminars or programs related to one of the Board's High-Skill, High-Growth Occupations that will equip customers with industry-recognized credentials and/or build on existing skills. Examples of career advancement training include SAP training, additional welding training (MIG, TIG, Fluxcore, etc.), and Network + training.*

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 User ID and Password

1. First, we suggest you go to the online application system and read through [Applying for Certification](#) section.
2. Read the instructions under the heading [Obtaining Access to Secured Sections of the ETPS site](#). Fill out, print, sign and submit a [Provider Assurance Statement \(PAS\) Form](#). It usually takes about 1 week to activate your User ID and Password.
3. After access has been given [click here](#) to enter your User 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 specific occupational or professional degrees or certifications are listed on the [ETPS website](#). 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**

Vendors must renew programs on the Education & Training Vendor Network annually. We will provide information before the end date for these programs about how vendors may recertify. We may request updated information from the vendor before renewing the application.

If you need more information and/or are interested in submitting a renewal application to provide career advancement training, [click here](#).