Eligible Training Provider List (ETPL) Requirements and Application Instructions

Step 1: Apply for licensure from one of the following licensure bodies:

- Commission on Post-secondary- http://cpe.nv.gov/ - for various trainings except for training that fall in the categories below.
- Nevada State Board of Cosmetology - Open a School (nvcosmo.com) for all Cosmetology related training
- Nevada State Barber's Health and Sanitation Board- Form Library – Barbers' Health and Sanitation Board (nv.gov) for barbering training
- DMV- Occupational & Business Licensing (dmvnv.com) for driving training schools

   **This is required to be an Eligible Training Provider (ETP) on the ETPL.

Step 2: Once you receive your accreditation license, you will complete the application for the ETPL in EmployNV:

- Complete your application on the EmployNV website: https://www.employnv.gov/vosnet/default.aspx

   - To access the application, you will click "Sign In/Register" on the home page.
   - On the next page, you will scroll down to the bottom of the Provider column and select "Provider Registration."
   - When the page opens, you will enter your organization's name and click "Not Found."
   - The following page will guide you through the application.

- The following documents will need to be uploaded to the application:
   - Current State Business License- *must have a physical presence in Nevada.*
   - Current City or County Business License
   Accreditation License

- If you are an NSHE Institution, you will skip Step 1 and upload your NWCCU accreditation in the "Industry Specific Business License" when you get to that portion of the application.

Step 3: Email crouse@snvwc.org when you have completed the ETPL application in EmployNV.

Step 4: Once approved, you will add your course and the course outline.

- The course outline will be uploaded to the documents tab of your profile.
- From the menu (top left corner), you will select "Manage Institute Programs" to add your courses.
- Once the Profile page opens, you will select the "Education and programs" tab and scroll down the page to "Add Education or Training Program".
- Go through each tab and answer all questions marked with a red (*) asterisk. At the end of each page, click "Next" to save your response. The Progress Bar will show you which tabs have been completed. If you do not answer all required questions, the system will prompt you that you missed a question.
- When you reach the scheduling tab, please make sure that you list the hours in the "Reporting Information" section that match what is listed on the course outline that you uploaded in your documents tab.
- At the end of the courses, you will select "yes" and click next, and the final page will open where you will click finish.
- Email crouse@snvwc.org when your course is ready for review.