Eligible Training Provider List (ETPL) Requirements and Application Steps

Step 1: Required Forms

- 5910 Form/Letter-Issued by either Federal or State Apprenticeship Agency or Licensure body
- Current Nevada State Business License
- Current Nevada City or County Business License

**These documents are required to be an Eligible Training Provider (ETP) on the ETPL.

Step 2: Once you have the required forms**,** you will complete the application for the ETPL in EmployNV:

- Complete your application on the EmployNV website: https://www.employnv.gov/vosnet/default.aspx
- 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
  - 5910 Forms

Step 3: Email crouse@snvwc.org when you have completed the ETPL application in EmployNV. Once reviewed, the application will be sent to the State for review.

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

- The course outline will need to be added 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 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.