

Email Template to Apply to be Included on the Eligible Training Provider List

To: etp.helpdesk@twc.texas.gov

Subject: Request for Inclusion of [*Training Program Name*] on the Eligible Training Provider List (ETPL)

Dear ETPL Coordinator,

I am writing on behalf of [*Employer Name*] to request inclusion of [*Program Name*] on the Eligible Training Provider List (ETPL).

Our organization has partnered with [*College/Training Provider Name*] to upskill our workforce through a [*describe program type*] certification program. This program delivers high-quality instruction, industry-specific curriculum, and measurable outcomes that align with our hiring and training needs. ***Additionally, we have already been approved by the Department of Labor as a Registered Apprenticeship Program.***

By adding this program to the ETPL, more individuals will have access to training that directly supports local workforce demands and enhances employment opportunities in our region. We respectfully request that [*Employer's Name*] [*Program Name*] be reviewed and approved for inclusion on the ETPL. Please let me know if you require additional documentation, performance data, or letters of endorsement to support this request. Thank you for your consideration, and for your continued efforts to connect employers, training providers, and job seekers in building a stronger workforce.

Sincerely,

[Your Full Name]

[Your Job Title]

[Employer Name]

[Phone Number]

[Email Address]

Email Template to Apply to be Included on the Gulf Coast Provider Network

To: WFVendor@wrksolutions.com

Subject: Request for Inclusion of [*Training Program Name*] on the Gulf Coast Provider Network (GCPN)

Dear GCPN Coordinator,

I am writing on behalf of [*Employer Name*] to request inclusion of [*Program Name*] on the Gulf Coast Provider Network (GCPN). Our program has already been approved ***by the Department of Labor as a Registered Apprenticeship Program in addition to being included on the Eligible Training Provider List.***

Our organization has partnered with [*College/Training Provider Name*] to upskill our workforce through a [*describe program type*] certification program. This program delivers high-quality instruction, industry-specific curriculum, and measurable outcomes that align with our hiring and training needs. By adding this program to the GCPN, more individuals will have access to training that directly supports local workforce demands and enhances employment opportunities for our region. We respectfully request that [*Employer's Name*] [*Program Name*] be reviewed and approved for inclusion on the GCPN. Please let me know if you require additional documentation, performance data, or letters of endorsement to support this request. Thank you for your consideration, and for your continued efforts to connect employers, training providers, and job seekers in building a stronger workforce.

Sincerely,

[Your Full Name]

[Your Job Title]

[Employer Name]

[Phone Number]

[Email Address]