



ETPL REQUIRED DOCUMENTS CHECKLIST

PROVIDER NAME _____

DATE _____

Submit this completed checklist along with the required documentation as listed below.

	Cover letter with training program(s) listed
	Training Provider Application
	Training Program Application(s) for each proposed program and each training location
	Current certification(s) by the Bureau for Private Post-Secondary and Vocational Education (BPPVE) if applicable
	Instructor's certification (BPPVE, State, Accrediting Agency or other) and RESUME
	Curriculum (for each proposed program)
	Current catalog with a tuition price list
	Refund policy
	Organizational Chart
	Business License
	ETPL Recordkeeping Agreement

Return application and attachments to:

**Office of Economic & Workforce Development
City Hall, Room 448
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102
Attention: Business Services**