

Department of Planning and Development (DPD) – Workforce Solutions Trainer Application Protocol

Trainer Application

Trainers requesting to be added to the **E&ES Workforce Solution (WFS) Trainer Resource List** must complete the WFS Trainer Application or be an approved trainer for WFS Grantees. This protocol and the application are accessible via E&ES' website (eesforjobs.com). Questions about the application protocol can be sent to wsptainerapplication@eesforjobs.com. All trainers will be interviewed and screened to verify their qualifications to provide training. Training providers will be deemed qualified if they possess a combination of the following:

- Accreditation
- Certifications/Licenses
- Curriculum Expertise
- Compliance with Local Regulations
- Facilities and Equipment (if needed)
- Track Record of Success
- Proof of Ongoing Professional Development

Trainer Approval

Applications are reviewed within 30 calendar days of submission to Employment and Employer Services (E&ES). A determination letter will be issued within 60 days of E&ES receiving an application. The determination letter will list the training topics that the Trainer has been approved to offer. Trainers may submit updated applications if they wish to make changes to their list of approved topics.

A list of approved partners will be maintained and published on E&ES' website. Trainers may request to be removed from the Workforce Solution (WFS) Trainer Resource List at any point. Trainers may notify E&ES at wsptainerapplication@eesforjobs.com if requesting to be removed from the approved trainers list. E&ES reserves the right to remove trainers based on DPD, Grantee or E&ES feedback with written notice.

Trainer Denial

A letter will be issued within 60 days of receipt of the application outlining the reasons for denial.

Denied Trainers may request a second review within 30 days of the date of E&E's denial letter. The request for a second review should be made in writing and sent to wsptainerapplication@eesforjobs.com.

Second Review

Within 60 days of receipt of a written request, E&ES will conduct a second review and follow the previously outlined approval and denial process.

Trainers that have been denied twice can apply again one (1) year from the date of the final decision.