

**ETPL Web Survey:  
First email from IMPAQ (Introduction and Log in Information)**

**Subject Line: Please Complete the ETA Web Survey on [STATE]'s ETPL**

**Body of the Email:**



Dear {FirstName}{LastName}:

We are sending this email to request your participation in a survey about the administration of {state}'s Eligible Training Provider List (ETPL). Last week, you may have received an email from the U.S. Department of Labor, Employment and Training Administration (ETA) notifying you of an important upcoming survey, which involves assessing how Eligible Training Provider Lists (ETPLs) are being used and maintained throughout the United States. One of the goals of this research is to document and describe how states and local areas produce and maintain ETPLs, how information about training programs on the ETPL is reported to training customers, and the potential for ETPL processes to support education and training provider consumer report cards. We encourage you to complete the survey. Your responses will help training customers make more informed decisions about training programs.

The survey will take about 15 minutes for you to complete and is approved by OMB under the 1205-0436 control number (expiration date 01/31/2017). Your participation in this survey effort, which is voluntary, is very important to the Department. The results will be extremely helpful in our effort to understand how ETPLs are used and maintained. Individual respondents will not be identified in any public reports.

You have the option to save and resume your partially completed survey.

- Please click on the following link to start the survey: {surveylinkauto}.
- Your username: {username}
- Your password: {password}

If you have any questions or face any technical difficulties while accessing the survey, please email us at [ETPL@impaqint.com](mailto:ETPL@impaqint.com). If you have questions about this research, please contact Eileen Poe-Yamagata from IMPAQ at (443) 367-0088, ext. 2227. If you have concerns about this research study, have questions about your rights, and/or would like to obtain information about the research or provide input, please free to contact the Contract Officer's Representative, Richard Muller by phone at (202) 693-3680, or email at [muller.richard@dol.gov](mailto:muller.richard@dol.gov). Individual respondents will not be identified in any public report.

Thank you for your participation!

Sincerely,

Eileen Poe-Yamagata  
Project Director, IMPAQ