**APPENDIX D**

**The NTEWS Contact Materials:**

**FAQs and Letters (English version)**

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## Introduction

This appendix provides content for the English-language respondent contact materials to be used in the initial National Training, Education, and Workforce Survey (NTEWS). Spanish-language text is provided in Appendix E.

Text is provided for letters to be used in all 23 weeks of data collection. Within a given week, there are multiple letter versions, reflecting the experimental contact-strategy and/or noncontingent-incentive treatments that apply at that week. Green highlighting indicates text that varies due to the experiments. For additional information about the experimentation incorporated into the initial NTEWS, please see Appendix C.

Yellow highlighting indicates text for which the associated information remains to be verified (e.g., the phone number and URL for the survey), as well as text that may differ between individual respondents (e.g., the respondent’s login information and specific incentive amount).

This appendix also provides frequently asked questions (FAQs) that will be included with the week 1 letters and some later letters. Two versions of the FAQs—one to be used for the production sample drawn from 2018 American Community Survey respondents and the other for the seeded sample of known certificate holders—are provided.

Table D.1 summarizes the schedule of the various letters planned for each experimental treatment group in each week of data collection. Sample members in the seeded sample will follow the NSCG-style mailing protocol and receive a $10 noncontingent incentive with the first mailing; therefore, in each week, the seeded sample will receive the letter specified for the *NSCG* contact-strategy treatment and the *INC10* incentive treatment.

The content of all letters and FAQ inserts provided in this appendix has been approved by the office of the Director of the U.S. Census Bureau, whose signature will appear on all letters.

The letters provided in this appendix will be used for the English-only mailings—those that do not also include a Spanish letter—as well as for bilingual mailings that do not include the FAQs. For bilingual mailings that include the FAQs, the English text will vary slightly. Specifically, for any bilingual mailing that includes the FAQs, the sentence that references the FAQs will read as follows: “Answers to frequently asked questions can be found on a separate page.” This is because, for operational reasons, the FAQs will be on the back of the letter for the English-only mailings but on a separate insert for the bilingual mailings. Mailings to which this slight variation will apply are indicated in table D.1.

| Table D.1. | Respondent letter content, by week of data collection and treatment group | | | |
| --- | --- | --- | --- | --- |
| **Week of data collection** | **Contact-strategy treatment(s)1** | **Noncontingent-incentive treatment(s)1** | **Letter** | **Format** |
| Week 1 | NSCG, NHES | INC0, INC0L | Week1\_1a2 | Letter |
| Week 1 | CHOICE | INC0, INC0L | Week1\_2a2 | Letter |
| Week 1 | CHOICEPLUS | INC0, INC0L | Week1\_3a2 | Letter |
| Week 1 | PAP | INC0, INC0L | Week1\_4a2 | Letter |
| Week 1 | CAT | INC0, INC0L | Week1\_5a2 | Letter |
| Week 1 | NSCG, NHES | INC10, INC20, INC30 | Week1\_6a2 | Letter |
| Week 1 | CHOICE | INC10, INC20, INC30 | Week1\_7a2 | Letter |
| Week 1 | CHOICEPLUS | INC10, INC20, INC30 | Week1\_8a2 | Letter |
| Week 1 | PAP | INC10, INC20, INC30 | Week1\_9a2 | Letter |
| Week 1 | CAT | INC10, INC20, INC30 | Week1\_10a2 | Letter |
| Week 2 | NSCG, NHES | *All* | Week2\_1a | Perforated reminder |
| Week 2 | CHOICE | *All* | Week2\_2a | Perforated reminder |
| Week 2 | CHOICEPLUS | *All* | Week2\_3a | Perforated reminder |
| Week 2 | PAP | *All* | Week2\_4a | Perforated reminder |
| Week 2 | CAT | *All* | Week2\_5a | Perforated reminder |
| Week 5 | NSCG, NHES | *All* | Week5\_1a | ACS-style reminder |
| Week 5 | CHOICE | *All* | Week5\_2a | ACS-style reminder |
| Week 5 | CHOICEPLUS | *All* | Week5\_3a | ACS-style reminder |
| Week 5 | PAP | *All* | Week5\_4a | ACS-style reminder |
| Week 6 | NSCG, NHES, CHOICE, PAP | *All* | Week6\_1a | Postcard reminder |
| Week 6 | CHOICEPLUS | *All* | Week6\_2a | Postcard reminder |
| Week 6 | CAT | *All* | Week6\_3a | Postcard reminder |
| Week 8 | NSCG, CHOICE | *All* | Week8\_1a2 | Letter |
| Week 8 | NHES | *All* | Week8\_2a2 | Letter |
| Week 8 | CHOICEPLUS | *All* | Week8\_3a2 | Letter |
| Week 8 | PAP | *All* | Week8\_4a2 | Letter |
| Week 12 | NSCG | *All* | Week12\_1a | Perforated reminder |
| Week 12 | NHES | *All* | Week12\_2a2 | Letter |
| Week 12 | CHOICE | *All* | Week12\_3a | Perforated reminder |
| Week 12 | CHOICEPLUS | *All* | Week12\_4a | Perforated reminder |
| Week 12 | PAP | *All* | Week12\_5a2 | Letter |
| Week 12 | CAT | *All* | Week12\_6a2 | Letter |
| Week 16 | NSCG, CHOICE, CHOICEPLUS, PAP, CAT | *All* | Week16\_1a2 | Letter |
| Week 16 | NHES | *All* | Week16\_2a2 | Letter |
| Week 20 | NSCG, CHOICE, CHOICEPLUS, PAP, CAT | *All* | Week20\_1a | ACS-style reminder |
| Week 20 | NHES | *All* | Week20\_2a | ACS-style reminder |
| Week 23 | NSCG, CHOICE, CHOICEPLUS, PAP, CAT | INC0L | Week23\_1a2 | Letter |
| Week 23 | NHES | INC0L | Week23\_2a2 | Letter |
| Week 23 | NSCG, CHOICE, CHOICEPLUS, PAP, CAT | INC0, INC10, INC20, INC30 | Week23\_3a2 | Letter |
| Week 23 | NHES | INC0, INC10, INC20, INC30 | Week23\_4a2 | Letter |
| Rolling | CHOICEPLUS | *All* | Choiceplus\_thank | Letter |
| 1Refer to Appendix C for definitions and descriptions of experimental treatment groups.  2For these letters, the English text included in bilingual mailings will vary slightly from the English text included in English-only mailings. Specifically, in the bilingual mailings, the sentence referring to the FAQs will read: “Answers to frequently asked questions can be found on a separate page.” | | | | |

## FAQs (production sample)

**FREQUENTLY ASKED QUESTIONS**

**National Training, Education, and Workforce Survey (NTEWS)**

**Q: What is the NTEWS? Is this study conducted by the federal government?**

A: The National Training, Education, and Workforce Survey (NTEWS) is the most important source of information on the education and work credentials held by the nation’s adults. NTEWS is sponsored by the National Center for Science and Engineering Statistics (NCSES), within the National Science Foundation (NSF). NSF is an independent agency of the U.S. government. The survey is co-sponsored by the National Center for Education Statistics (NCES), within the U.S. Department of Education. The U.S. Census Bureau collects and processes the survey data for NCSES and NCES.

**Q: How is the information used?**

A: Government policymakers use the NTEWS data to make informed decisions about how to best use limited resources in the areas of education and job training. Academic researchers use the NTEWS data to study the relationship between education, training for work, and career opportunities. Individuals making decisions about their own education and career choices find this information valuable, as do individuals thinking about changing careers.

**Q: What authority do you have to collect these data? How will you keep my information confidential?**

A: The NTEWS is collected under the authority of the National Science Foundation Act of 1950, as amended, the America COMPETES Reauthorization ACT of 2010, and the Education Sciences Reform Act of 2002. The U.S. Census Bureau is conducting this survey under the authority of Title 13, Section 8 of the United States Code. The NTEWS has been approved by the Office of Management and Budget (OMB number xxxxxx, approval expires on xxxxx).

The Census Bureau is required by law to keep your information confidential and can use your responses for statistical purposes only (Title 13, United States Code, Section 9). Responding to the survey is voluntary and failure to provide some or all of the requested information will not in any way adversely affect you.

Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. For more information on the Census Bureau’s Data Protection and Privacy principles, please see our data protection website at https://www.census.gov/privacy/.

**Q: How long will this survey take?**

A: The amount of time it takes to complete the questionnaire depends on individual circumstances. The average time to complete the questionnaire is about 15 minutes. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the survey, please send them to: National Science Foundation, 2415 Eisenhower Avenue, Alexandria, VA 22314, Attn: NSF Reports Clearance Officer.

**Q: Why me? I don’t work. Why don’t you select someone else?**

A: We are interested in the experiences of all adults, including adults who are not working, adults who never had work training, and adults who have not been in school for many years. Please be assured that your information will be valuable for the survey. You were randomly chosen to represent hundreds of other adults like you. Once a person has been selected in the sample, we cannot replace them with another person because it would harm the quality of the data.

**Q: What if I have other questions?**

A: If you have other questions about the survey, please send an e-mail to [ntews@census.gov](mailto:NTEWS@census.gov) or call the Census Bureau toll-free at 1-888-329-5903. You can find more information at [http://www.census.gov/ntews](http://www.census.gov/NTEWS).

**Thank you for your time and effort! It makes a difference.**

## FAQs (seeded sample)

**FREQUENTLY ASKED QUESTIONS**

**National Training, Education, and Workforce Survey (NTEWS)**

**Q: What is the NTEWS? Is this study conducted by the federal government?**

A: The National Training, Education, and Workforce Survey (NTEWS) is the most important source of information on the education and work credentials held by the nation’s adults. NTEWS is sponsored by the National Center for Science and Engineering Statistics (NCSES), within the National Science Foundation (NSF). NSF is an independent agency of the U.S. government. The survey is co-sponsored by the National Center for Education Statistics (NCES), within the U.S. Department of Education. The U.S. Census Bureau collects and processes the survey data for NCSES and NCES.

**Q: How is the information used?**

A: Government policymakers use the NTEWS data to make informed decisions about how to best use limited resources in the areas of education and job training. Academic researchers use the NTEWS data to study the relationship between education, training for work, and career opportunities. Individuals making decisions about their own education and career choices find this information valuable, as do individuals thinking about changing careers.

**Q: What authority do you have to collect these data? How will you keep my information confidential?**

A: The NTEWS is collected under the authority of the National Science Foundation Act of 1950, as amended, the America COMPETES Reauthorization Act of 2010, and the Education Sciences Reform Act of 2002. The U.S. Census Bureau is administering this voluntary survey on behalf of the National Center for Science and Engineering Statistics (NCSES) within the National Science Foundation and the National Center for Education Statistics (NCES) within the U.S. Department of Education. The NTEWS has been approved by the Office of Management and Budget (OMB number xxxxxx, approval expires on xxxxx).

All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Responding to the survey is voluntary and failure to provide some or all of the requested information will not in any way adversely affect you.

Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. For more information on the Census Bureau’s Data Protection and Privacy principles, please see our data protection website at https://www.census.gov/privacy/.

**Q: How long will this survey take?**

A: The amount of time it takes to complete the questionnaire depends on individual circumstances. The average time to complete the questionnaire is about 15 minutes. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the survey, please send them to: National Science Foundation, 2415 Eisenhower Avenue, Alexandria, VA 22314, Attn: NSF Reports Clearance Officer.

**Q: Why me? I don’t work. Why don’t you select someone else?**

A: We are interested in the experiences of all adults, including adults who are not working, adults who never had work training, and adults who have not been in school for many years. Please be assured that your information will be valuable for the survey. You were randomly chosen to represent hundreds of other adults like you. Once a person has been selected in the sample, we cannot replace them with another person because it would harm the quality of the data.

**Q: What if I have other questions?**

A: If you have other questions about the survey, please send an e-mail to [ntews@census.gov](mailto:NTEWS@census.gov) or call the Census Bureau toll-free at 1-888-329-5903. You can find more information at [http://www.census.gov/ntews](http://www.census.gov/NTEWS).

**Thank you for your time and effort! It makes a difference.**

## Week1\_1a

Dear <Name>:

I am pleased to inform you that you have been selected to participate in the National Training, Education, and Workforce Survey (NTEWS), an important national survey on the education and training of adults in the United States.

Working together, the U.S. Census Bureau, National Science Foundation, and U.S. Department of Education are dedicated to providing the country with accurate and comprehensive information on these issues. Your responses to this survey, combined with those from many others, will help policymakers improve efforts to educate, train, and grow the American workforce.

**Please follow these four easy steps to complete the survey online:**

1. Go to: **https://respond.census.gov/ntews**
2. Enter your Login ID: XXXX-XXXX
3. Enter your password: xxxxxxxx
4. Click “Login”

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or need assistance, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Thank you for your participation.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week1\_2a

Dear <Name>:

I am pleased to inform you that you have been selected to participate in the National Training, Education, and Workforce Survey (NTEWS), an important national survey on the education and training of adults in the United States.

Working together, the U.S. Census Bureau, National Science Foundation, and U.S. Department of Education are dedicated to providing the country with accurate and comprehensive information on these issues. Your responses to this survey, combined with those from many others, will help policymakers improve efforts to educate, train, and grow the American workforce.

**You can complete this survey in one of two ways:**

* Complete the enclosed paper survey and return it in the postage-paid envelope

OR

* Complete the survey online

**Please follow these four easy steps to complete the survey online:**

1. Go to: **https://respond.census.gov/ntews**
2. Enter your Login ID: XXXX-XXXX
3. Enter your password: xxxxxxxx
4. Click “Login”

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or need assistance, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Thank you for your participation.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week1\_3a

Dear <Name>:

I am pleased to inform you that you have been selected to participate in the National Training, Education, and Workforce Survey (NTEWS), an important national survey on the education and training of adults in the United States.

Working together, the U.S. Census Bureau, National Science Foundation, and U.S. Department of Education are dedicated to providing the country with accurate and comprehensive information on these issues. Your responses to this survey, combined with those from many others, will help policymakers improve efforts to educate, train, and grow the American workforce.

**You can complete this survey in one of two ways:**

* Complete the enclosed paper survey and return it in the postage-paid envelope

OR

* Complete the survey online

**Please follow these four easy steps to complete the survey online:**

1. Go to: **https://respond.census.gov/ntews**
2. Enter your Login ID: XXXX-XXXX
3. Enter your password: xxxxxxxx
4. Click "Login"

If you complete the survey **online**, we will send you a $20 prepaid gift card.

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or need assistance, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Thank you for your participation.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week1\_4a

Dear <Name>:

I am pleased to inform you that you have been selected to participate in the National Training, Education, and Workforce Survey (NTEWS), an important national survey on the education and training of adults in the United States.

Working together, the U.S. Census Bureau, National Science Foundation, and U.S. Department of Education are dedicated to providing the country with accurate and comprehensive information on these issues. Your responses to this survey, combined with those from many others, will help policymakers improve efforts to educate, train, and grow the American workforce.

**Please complete the enclosed survey and return it in the postage-paid envelope.**

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or need assistance, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Thank you for your participation.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week1\_5a

Dear <Name>:

I am pleased to inform you that you have been selected to participate in the National Training, Education, and Workforce Survey (NTEWS), an important national survey on the education and training of adults in the United States.

Working together, the U.S. Census Bureau, National Science Foundation, and U.S. Department of Education are dedicated to providing the country with accurate and comprehensive information on these issues. Your responses to this survey, combined with those from many others, will help policymakers improve efforts to educate, train, and grow the American workforce.

**In a few days, you will receive a call from the U.S. Census Bureau to complete the** **National Training, Education, and Workforce Survey over the phone. Please respond when they call.**

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or would like to schedule an interview, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Thank you in advance for your participation.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week1\_6a

Dear <Name>:

I am pleased to inform you that you have been selected to participate in the National Training, Education, and Workforce Survey (NTEWS), an important national survey on the education and training of adults in the United States.

Working together, the U.S. Census Bureau, National Science Foundation, and U.S. Department of Education are dedicated to providing the country with accurate and comprehensive information on these issues. Your responses to this survey, combined with those from many others, will help policymakers improve efforts to educate, train, and grow the American workforce.

**Please follow these four easy steps to complete the survey online:**

1. Go to: **https://respond.census.gov/ntews**
2. Enter your Login ID: XXXX-XXXX
3. Enter your password: xxxxxxxx
4. Click “Login”

We have enclosed a ${10/20/30} prepaid gift card as a token of appreciation for your time.

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or need assistance, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Thank you for your participation.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week1\_7a

Dear <Name>:

I am pleased to inform you that you have been selected to participate in the National Training, Education, and Workforce Survey (NTEWS), an important national survey on the education and training of adults in the United States.

Working together, the U.S. Census Bureau, National Science Foundation, and U.S. Department of Education are dedicated to providing the country with accurate and comprehensive information on these issues. Your responses to this survey, combined with those from many others, will help policymakers improve efforts to educate, train, and grow the American workforce.

**You can complete this survey in one of two ways:**

* Complete the enclosed paper survey and return it in the postage-paid envelope

OR

* Complete the survey online

**Please follow these four easy steps to complete the survey online:**

1. Go to: **https://respond.census.gov/ntews**
2. Enter your Login ID: XXXX-XXXX
3. Enter your password: xxxxxxxx
4. Click “Login”

We have enclosed a ${10/20/30} prepaid gift card as a token of appreciation for your time.

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or need assistance, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Thank you for your participation.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week1\_8a

Dear <Name>:

I am pleased to inform you that you have been selected to participate in the National Training, Education, and Workforce Survey (NTEWS), an important national survey on the education and training of adults in the United States.

Working together, the U.S. Census Bureau, National Science Foundation, and U.S. Department of Education are dedicated to providing the country with accurate and comprehensive information on these issues. Your responses to this survey, combined with those from many others, will help policymakers improve efforts to educate, train, and grow the American workforce.

**You can complete this survey in one of two ways:**

* Complete the enclosed paper survey and return it in the postage-paid envelope

OR

* Complete the survey online

**Please follow these four easy steps to complete the survey online:**

1. Go to: **https://respond.census.gov/ntews**
2. Enter your Login ID: XXXX-XXXX
3. Enter your password: xxxxxxxx
4. Click "Login"

We have enclosed a ${10/20/30} prepaid gift card as a token of appreciation for your time.

If you complete the survey **online**, we will send you an additional $20 prepaid gift card.

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or need assistance, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Thank you for your participation.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week1\_9a

Dear <Name>:

I am pleased to inform you that you have been selected to participate in the National Training, Education, and Workforce Survey (NTEWS), an important national survey on the education and training of adults in the United States.

Working together, the U.S. Census Bureau, National Science Foundation, and U.S. Department of Education are dedicated to providing the country with accurate and comprehensive information on these issues. Your responses to this survey, combined with those from many others, will help policymakers improve efforts to educate, train, and grow the American workforce.

**Please complete the enclosed survey and return it in the postage-paid envelope.**

We have enclosed a ${10/20/30} prepaid gift card as a token of appreciation for your time.

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or need assistance, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Thank you for your participation.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week1\_10a

Dear <Name>:

I am pleased to inform you that you have been selected to participate in the National Training, Education, and Workforce Survey (NTEWS), an important national survey on the education and training of adults in the United States.

Working together, the U.S. Census Bureau, National Science Foundation, and U.S. Department of Education are dedicated to providing the country with accurate and comprehensive information on these issues. Your responses to this survey, combined with those from many others, will help policymakers improve efforts to educate, train, and grow the American workforce.

**In a few days, you will receive a call from the U.S. Census Bureau to complete the National Training, Education, and Workforce Survey over the phone. Please respond when they call.**

We have enclosed a ${10/20/30} prepaid gift card as a token of appreciation for your time.

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or would like to schedule an interview, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Thank you in advance for your participation.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week2\_1a

Recently, we mailed you a letter asking you to participate in the National Training, Education, and Workforce Survey (NTEWS). Completing the survey is the only way for your unique experiences to be represented in the information we provide to policymakers and researchers. If you have already completed the survey, we thank you very much for your help! If you have not completed the survey, please do so right away.

To respond online, go to: **https://respond.census.gov/ntews**

**Login ID**: XXXX-XXXX

**Password**: xxxxxxxx

If you have any questions or need assistance, feel free to contact the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week2\_2a

Recently, we mailed you a letter asking you to participate in the National Training, Education, and Workforce Survey (NTEWS). Completing the survey is the only way for your unique experiences to be represented in the information we provide to policymakers and researchers. If you have already completed the survey, we thank you very much for your help! If you have not completed the survey, please do so right away.

Remember, you can complete the paper survey that we sent in our last mailing and return it in the postage-paid envelope provided in that mailing. Or, you can complete the survey online.

To respond online, go to: **https://respond.census.gov/ntews**

**Login ID**: XXXX-XXXX

**Password**: xxxxxxxx

If you have any questions or need assistance, feel free to contact the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week2\_3a

Recently, we mailed you a letter asking you to participate in the National Training, Education, and Workforce Survey (NTEWS). Completing the survey is the only way for your unique experiences to be represented in the information we provide to policymakers and researchers. If you have already completed the survey, we thank you very much for your help! If you have not completed the survey, please do so right away.

Remember, you can complete the paper survey that we sent in our last mailing and return it in the postage-paid envelope provided in that mailing. Or, you can complete the survey online.

If you complete the survey **online,** we will send you a $20 prepaid gift card.

To respond online, go to: **https://respond.census.gov/ntews**

**Login ID**: XXXX-XXXX

**Password**: xxxxxxxx

If you have any questions or need assistance, feel free to contact the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week2\_4a

Recently, we mailed you a letter asking you to participate in the National Training, Education, and Workforce Survey (NTEWS). Completing the survey is the only way for your unique experiences to be represented in the information we provide to policymakers and researchers. If you have already returned the survey, we thank you very much for your help! If you have not returned the survey, please do so right away.

Remember, you can return the survey that we sent in our last mailing using the postage-paid envelope provided in that mailing.

If you have any questions or need assistance, feel free to contact the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week2\_5a

Recently, we tried to reach you by phone to complete the National Training, Education, and Workforce Survey (NTEWS). Completing the survey is the only way for your unique experiences to be represented in the information we provide to policymakers and researchers. If you have already completed the survey, we thank you very much for your help! If you have not completed the survey, we will call you again in the next few days to give you a chance to participate.

If you have any questions or would like to schedule an interview, feel free to contact the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week5\_1a

**Second Reminder – Please respond today**

A few weeks ago, we contacted you to complete the National Training, Education, and Workforce Survey (NTEWS). If you have already responded to the survey, thank you for your help.

If you have not responded, **now is the time to do so**. Your response provides valuable information to your community and your country. Policymakers will use the NTEWS data to make informed decisions about how best to use limited resources to improve education and job training.

To respond online, go to: **https://respond.census.gov/ntews**

**Login ID**: XXXX-XXXX

**Password**: xxxxxxxx

Thank you for your contribution to this important national survey.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

**National Training, Education, and Workforce Survey**

Go to **https://respond.census.gov/ntews** to complete the National Training, Education, and Workforce Survey online.

**Login ID:** XXXX-XXXX

**Password:** xxxxxxxx

**See the other side of this card for more information.** If you have any questions or need assistance, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

## Week5\_2a

**Second Reminder – Please respond today**

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Remember, you can complete the survey by filling out and returning the enclosed paper survey in the postage-paid envelope, or by going online.

To respond online, go to: **https://respond.census.gov/ntews**

**Login ID**: XXXX-XXXX

**Password**: xxxxxxxx

Thank you for your contribution to this important national survey.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

**National Training, Education, and Workforce Survey**

Return the enclosed paper survey in the postage-paid envelope, or go to **https://respond.census.gov/ntews** to complete the National Training, Education, and Workforce Survey online.

**Login ID:** XXXX-XXXX

**Password:** xxxxxxxx

**See the other side of this card for more information.** If you have any questions or need assistance, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

## Week5\_3a

**Second Reminder – Please respond today**

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To respond online, go to: **https://respond.census.gov/ntews**

**Login ID**: XXXX-XXXX

**Password**: xxxxxxxx

If you complete the survey **online,** we will send you a $20 prepaid gift card.

Thank you for your contribution to this important national survey.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

**National Training, Education, and Workforce Survey**

Return the enclosed paper survey in the postage-paid envelope, or go to **https://respond.census.gov/ntews** to complete the National Training, Education, and Workforce Survey online.

**Login ID:** XXXX-XXXX

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## Week5\_4a

**Second Reminder – Please respond today**

A few weeks ago, we contacted you to complete the National Training, Education, and Workforce Survey (NTEWS). If you have already responded to the survey, thank you for your help.

If you have not responded, **now is the time to do so**. Your response provides valuable information to your community and your country. Policymakers will use the NTEWS data to make informed decisions about how best to use limited resources to improve education and job training.

Please complete the enclosed survey and return it in the postage-paid envelope.

Thank you for your contribution to this important national survey.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

**National Training, Education, and Workforce Survey**

Please complete the enclosed National Training, Education, and Workforce Survey and return it in the postage-paid envelope.

**See the other side of this card for more information.** If you have any questions or need assistance, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

## Week6\_1a

Recently, we mailed you a letter asking you to participate in an important national survey. This survey is a key source of information on adults in the United States and their education, training, and work.

If you have already completed the survey, thank you very much for your help. If you have not completed the survey, please do so right away.

If you have any questions about the survey or need assistance to complete it, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week6\_2a

Recently, we mailed you a letter asking you to participate in an important national survey. This survey is a key source of information on adults in the United States and their education, training, and work.

If you have already completed the survey, thank you very much for your help. If you have not completed the survey, please do so right away. Remember, if you complete the survey **online**,we will send you a $20 prepaid gift card.

If you have any questions about the survey or need assistance to complete it, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week6\_3a

The U.S. Census Bureau has been calling to ask you to complete an important national survey. This survey is a key source of information on adults in the United States and their education, training, and work.

If you have already completed the survey, thank you very much for your help. If not, please respond to our next call to complete the survey.

If you have any questions about the survey or would like to schedule an interview, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week8\_1a

Dear <Name>:

Did you know that in 2016, about 22 percent of U.S. adults had some college education, but no degree? And about 21 percent had a certification or license for work, with most (67 percent) earning that credential by taking classes from a college, technical school, or trade school?

These are just some of the statistics collected by the National Training, Education, and Workforce Survey. Now, we need your response to help update this important information about U.S. adults’ education, training, and work.

You can complete the survey either by filling out and returning the enclosed paper survey in the postage-paid envelope or by going online.

**Please follow these four easy steps to complete the survey online:**

1. Go to: **https://respond.census.gov/ntews**
2. Enter your Login ID: XXXX-XXXX
3. Enter your password: xxxxxxxx
4. Click “Login”

Answers to frequently asked questions can be found on the back of this letter. If you have additional questions or need assistance to complete the survey, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week8\_2a

Dear <Name>:

Did you know that in 2016, about 22 percent of U.S. adults had some college education, but no degree? And about 21 percent had a certification or license for work, with most (67 percent) earning that credential by taking classes from a college, technical school, or trade school?

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Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

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You can complete the survey either by filling out and returning the enclosed paper survey in the postage-paid envelope or by going online.

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1. Go to: **https://respond.census.gov/ntews**
2. Enter your Login ID: XXXX-XXXX
3. Enter your password: xxxxxxxx
4. Click “Login”

Remember, if you complete the survey **online** by **June 10**, we will send you a $20 prepaid gift card as a thank-you.

Answers to frequently asked questions can be found on the back of this letter. If you have additional questions or need assistance to complete the survey, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week8\_4a

Dear <Name>:

Did you know that in 2016, about 22 percent of U.S. adults had some college education, but no degree? And about 21 percent had a certification or license for work, with most (67 percent) earning that credential by taking classes from a college, technical school, or trade school?

These are just some of the statistics collected by the National Training, Education, and Workforce Survey. Now, we need your response to help update this important information about U.S. adults’ education, training, and work.

**After filling out the enclosed survey, please return it in the postage-paid envelope.**

Answers to frequently asked questions can be found on the back of this letter. If you have additional questions or need assistance to complete the survey, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week12\_1a

Over the past few weeks, we have been asking for your participation in the National Training, Education, and Workforce Survey. If you have already completed the survey, thank you very much for your help. If you have not completed the survey, please do so right away.

We need to hear from everyone, and your response is very important to us. Your response will help the government determine what policies and funding are needed to ensure Americans have the skills required for in-demand, good-paying jobs.

To respond online, go to: **https://respond.census.gov/ntews**

**Login ID**: XXXX-XXXX

**Password**: xxxxxxxx

If you have any questions or need assistance to complete the survey, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week12\_2a

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Over the past few weeks, we have been asking for your participation in the National Training, Education, and Workforce Survey. If you have already completed the survey, thank you very much for your help. If you have not completed the survey, please do so right away.

We need to hear from everyone, and your response is very important to us. Your response will help the government determine what policies and funding are needed to ensure Americans have the skills required for in-demand, good-paying jobs.

Please complete the enclosed survey and return it in the postage-paid envelope.

Answers to frequently asked questions can be found on the back of this letter. If you have additional questions or need assistance to complete the survey, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week12\_3a

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We need to hear from everyone, and your response is very important to us. Your response will help the government determine what policies and funding are needed to ensure Americans have the skills required for in-demand, good-paying jobs.

You can complete the survey two different ways: by completing the paper survey that was provided in our last mailing to you, along with a postage-paid return envelope, or by going online.

To respond online, go to: **https://respond.census.gov/ntews**

**Login ID**: XXXX-XXXX

**Password**: xxxxxxxx

If you have any questions or need assistance to complete the survey, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week12\_4a

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You can complete the survey two different ways: by completing the paper survey that was provided in our last mailing to you, along with a postage-paid return envelope, or by going online. If you complete the survey **online** by **June 10,** we will send you a $20 prepaid gift card as a thank-you.

To respond online, go to: **https://respond.census.gov/ntews**

**Login ID**: XXXX-XXXX

**Password**: xxxxxxxx

If you have any questions or need assistance to complete the survey, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week12\_5a

Dear <Name>:

Over the past few weeks, we have been asking for your participation in the National Training, Education, and Workforce Survey. If you have already completed the survey, thank you very much for your help. If you have not completed the survey, please do so right away.

We need to hear from everyone, and your response is very important to us. Your response will help the government determine what policies and funding are needed to ensure Americans have the skills required for in-demand, good-paying jobs.

You can complete the survey by going online and following the four easy steps below.

1. Go to: **https://respond.census.gov/ntews**
2. Enter your Login ID: XXXX-XXXX
3. Enter your password: xxxxxxxx
4. Click “Login”

Answers to frequently asked questions can be found on the back of this letter. If you have additional questions or need assistance to complete the survey, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week12\_6a

Dear <Name>:

Over the past few weeks, we have been calling to ask for your participation in the National Training, Education, and Workforce Survey. If you have already completed the survey, thank you very much for your help. If you have not completed the survey, please do so right away.

We need to hear from everyone, and your response is very important to us. Your response will help the government determine what policies and funding are needed to ensure Americans have the skills required for in-demand, good-paying jobs.

You can now complete the survey by going online and following the four easy steps below.

1. Go to: **https://respond.census.gov/ntews**
2. Enter your Login ID: XXXX-XXXX
3. Enter your password: xxxxxxxx
4. Click “Login”

Answers to frequently asked questions can be found on the back of this letter. If you have additional questions or need assistance to complete the survey, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week16\_1a

Dear <Name>:

The U.S. Census Bureau has been contacting you about the National Training, Education, and Workforce Survey (NTEWS).

Because your experiences are unique, we cannot replace you with another person. The success of this survey depends on your participation. Your response is important, whether you are working or not and regardless of your level of education.

Please complete the survey as soon as possible, following these four easy steps.

1. Go to: **https://respond.census.gov/ntews**
2. Enter your Login ID: XXXX-XXXX
3. Enter your password: xxxxxxxx
4. Click “Login”

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or need assistance to complete the survey, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week16\_2a

Dear <Name>:

The U.S. Census Bureau has been contacting you about the National Training, Education, and Workforce Survey (NTEWS).

Because your experiences are unique, we cannot replace you with another person. The success of this survey depends on your participation. Your response is important, whether you are working or not and regardless of your level of education.

Please complete the enclosed survey as soon as possible and return it in the postage-paid envelope.

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or need assistance to complete the survey, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week20\_1a

**Reminder – Please respond today**

The U.S. Census Bureau has not yet received your response to the National Training, Education, and Workforce Survey. We mailed this reminder using Priority Mail because your response is needed to ensure that the survey represents all Americans. This survey is the only way we can inform policymakers about the education and training that Americans receive from schools, employers, and other training programs.

Please complete the survey as soon as possible. You can do so by going online or by returning the enclosed paper survey in the postage-paid envelope.

To respond online, go to: **https://respond.census.gov/ntews**

Login ID: XXXX-XXXX

Password: xxxxxxxx

Thank you for your contribution to this important national survey.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

**National Training, Education, and Workforce Survey**

Go to **https://respond.census.gov/ntews** to complete the National Training, Education, and Workforce Survey online, or return the enclosed paper survey in the postage-paid envelope.

**Login ID:** XXXX-XXXX

**Password:** xxxxxxxx

**See the other side of this card for more information.** If you have any questions or need assistance, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

## Week20\_2a

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Please complete the enclosed survey as soon as possible and return it in the postage-paid envelope.

Thank you for your contribution to this important national survey.

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

**National Training, Education, and Workforce Survey**

Please complete the enclosed National Training, Education, and Workforce Survey and return it in the postage-paid envelope.

**See the other side of this card for more information.** If you have any questions or need assistance, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

## Week23\_1a

Dear <Name>:

We have mailed this final letter using rush delivery because of the importance of your participation in the National Training, Education, and Workforce Survey (NTEWS). This final notification is your last chance to respond.

Because of the importance of your response, we have enclosed a $30 prepaid gift card as a token of appreciation for your time.

No matter what your employment status is or what type of education or job training you have received, your response is needed. Without your help, we will not be able to provide policymakers with important information about the education and training needed for success in the workforce.

Please complete the survey today by going online and following the four easy steps below.

1. Go to: **https://respond.census.gov/ntews**
2. Enter your Login ID: XXXX-XXXX
3. Enter your password: xxxxxxxx
4. Click “Login”

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or need assistance to complete the survey, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week23\_2a

Dear <Name>:

We have mailed this final letter using rush delivery because of the importance of your participation in the National Training, Education, and Workforce Survey (NTEWS). This final notification is your last chance to respond.

Because of the importance of your response, we have enclosed a $30 prepaid gift card as a token of appreciation for your time.

No matter what your employment status is or what type of education or job training you have received, your response is needed. Without your help, we will not be able to provide policymakers with important information about the education and training needed for success in the workforce.

Please complete the enclosed survey today and return it in the postage-paid envelope.

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or need assistance to complete the survey, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week23\_3a

Dear <Name>:

We have mailed this final letter using rush delivery because of the importance of your participation in the National Training, Education, and Workforce Survey (NTEWS). This final notification is your last chance to respond.

No matter what your employment status is or what type of education or job training you have received, your response is needed. Without your help, we will not be able to provide policymakers with important information about the education and training needed for success in the workforce.

Please complete the survey today by going online and following the four easy steps below.

1. Go to: **https://respond.census.gov/ntews**
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4. Click “Login”

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Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Week23\_4a

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We have mailed this final letter using rush delivery because of the importance of your participation in the National Training, Education, and Workforce Survey (NTEWS). This final notification is your last chance to respond.

No matter what your employment status is or what type of education or job training you have received, your response is needed. Without your help, we will not be able to provide policymakers with important information about the education and training needed for success in the workforce.

Please complete the enclosed survey today and return it in the postage-paid envelope.

Answers to frequently asked questions can be found on the back of this letter. If you have any other questions or need assistance to complete the survey, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau

## Choiceplus\_thank

Dear <Name>:

A few weeks ago, you completed an online survey, the National Training, Education, and Workforce Survey, administered by the U.S. Census Bureau. Thank you for your response to this important study. We have enclosed a $20 prepaid gift card as a token of our appreciation for your participation.

If you have any questions about your participation in the study, please call the Census Bureau toll-free at 1–888–329–5903 or send an email to [ntews@census.gov](mailto:NTEWS@census.gov).

Sincerely,

Ron S. Jarmin

Acting Director

U.S. Census Bureau