

Appendix A. ECE Apprenticeships Invitation Email

Template for interview participants

Subject Line: Invitation to Participate: Virtual convening on early care and education apprenticeships for a federal project

Dear [NAME],

Thank you so much for sharing your perspectives on early care and education (ECE) apprenticeships through your interview with my colleagues Tricia DelGrosso and Erin Doyle from the Urban Institute. We would like to invite you to participate in a convening with other leaders in the ECE apprenticeship field to continue building on the knowledge you have already shared with our team.

As you might remember, the [Developing a Learning Agenda on ECE Apprenticeships](#) project is funded by the Office of Planning, Research, and Evaluation (OPRE) in the Administration of Children and Families (ACF), within the U.S. Department of Health and Human Services. The project is being carried out by the Urban Institute and MEF Associates. Broadly, the goals of this project are to examine what is known about apprenticeship programs within Head Start, Early Head Start, and other ECE programs, and identify directions for future research. Ultimately, we aim to develop a learning agenda that highlights areas for future research about ECE apprenticeships.

The goals of the convening are to share initial findings from our work to date, gather input from you and other participants on these preliminary findings, and begin to identify priorities for future research about ECE apprenticeships.

The convening will take place virtually on [insert date/time]. **Please let us know by {DATE} if you are interested in participating. If you are interested in participating, we will send you a calendar invitation with a Zoom link.** Thank you for your consideration. We believe your experiences and insight will continue to be invaluable to the project.

Sincerely,
[NAME]

Template for non-interview participants

Subject: Invitation to Participate: Virtual convening on early care and education apprenticeships for a federal project

Dear [NAME],

I am writing to invite you to participate in a virtual convening on early care and education apprenticeships, as part of a new federally funded project called [Developing a Learning Agenda on Early Care and Education \(ECE\) Apprenticeships](#).

The project is funded by the Office of Planning, Research, and Evaluation (OPRE) in the Administration of Children and Families (ACF), within the U.S. Department of Health and Human Services. The project is being carried out by the Urban Institute and MEF Associates. Broadly, the goals of this project are to examine what is known about apprenticeship programs within Head Start, Early Head Start, and other ECE programs, and identify directions for future research. Ultimately, we aim to develop a learning agenda that highlights areas for future research about ECE apprenticeships.

The goals of the convening are to share initial findings from our work to date, gather input from you and other participants on these preliminary findings, and begin to identify priorities for future research about ECE apprenticeships.

The convening will take place virtually on [insert date/time]. **Please let us know by {DATE} if you are interested in participating. If you are interested in participating, we will send you a calendar invitation with a Zoom link.** Thank you for your consideration. We believe your experiences and insight will be invaluable to the project.

Sincerely,
[NAME]

Template for follow up email for invitees who have not responded

Subject: Response requested: Invitation to virtual convening on early care and education apprenticeships for a federal project

Dear [NAME],

I am writing to follow up on our prior email inviting you to participate in a virtual convening on early care and education apprenticeships, as part of a federally funded project called [*Developing a Learning Agenda on Early Care and Education \(ECE\) Apprenticeships*](#). We plan to share our initial findings and gather input from you and other experts on these topics. Ultimately, we aim to develop a learning agenda that highlights areas for future research about ECE apprenticeships.

The convening will take place virtually on Tuesday, October 29 from 2:00-3:30 pm Eastern. **Please let us know by [ONE WEEK AFTER FOLLOW UP EMAIL SENT] if you are interested in participating. If you are interested in participating, we will send you a calendar invitation with a Zoom link.** Thank you for your consideration. We believe your experiences and insight will be invaluable to the project.

Sincerely,
[NAME]