

# HOW TO SIGN UP FOR ETP REIMBURSEMENT

## 1 Reach Out To Us!

Let us know that your company is interested in ETP reimbursement! Or if you're an individual working for a company, connect with your HR department and have them reach out to us! We need to work with them to process the ETP forms to have the company qualify for reimbursement.



## 2 Fill out the CS Form!



Complete the CS Form we sent you via email and use the PDF: "CS Form Guidelines" for reference! You may want to enlist the help of your HR and Payroll departments too. Then send the CS Form back to us for review.

## 3 Fill Out the ETP Employee Enrollment Excel Sheet Form!

After your CS form is approved, we will send you the "ETP Employee Enrollment Excel Sheet Form" to fill out. Then submit it back to us via email. We'll use this form to officially enroll your employees into the class roster(s) under ETP!



## 4 Sign the ETP Agreement & Pay Your Invoice!



Sign the ETP agreement we sent you and submit it back to us via email. Don't forget to pay your invoice for any portion ETP won't cover/deposit! Payments are accepted via card or check.

## 5 Stay In Touch With Us!

After your training is over, we'll be following up with you to ensure ETP requirements are met so that we can reimburse your deposit! Be on the lookout for contact from us!



**Questions? Contact Us Today!**

**trainingcenter@cos.edu | 559.688.3130**