



REQUIRED DOCUMENTS CHECKLIST

PROVIDER NAME _____

DATE _____

Submit this completed checklist along with the required documentation as listed below.

	1. Cover letter with training program(s) listed.
	2. Training Provider Application.
	3. Training Program Application(s) for each proposed program and each training location.
	4. Current certification(s) by the Bureau for Private Post-Secondary and Vocational Education (BPPVE) for each proposed program and training location.
	5. Instructor's certification (BPPVE, State or other) and RESUME.
	6. Curriculum (for each proposed program).
	7. Current catalog with a tuition price list.
	8. Refund policy.
	9. Organizational Chart
	10. Business License

Return application and attachments to: **EASTBAY Works**
c/o Oakland PIC, Inc.
1212 Broadway, Suite 300
Oakland, CA 94612
Attention: Lynn R. Wiggins