



BWF TRADE SCHOOL

Sponsor Ready Cohort Guide

A clear path for employers and organizations to purchase career training for a selected group.

For employers, nonprofits, veteran programs, youth programs, foundations, churches, and community partners

Training That Meets You Where You Are

Dallas, Texas | Year Round | Online | Hybrid | Workplace Delivery



The BWF On Demand Cohort Model

BWF Trade School gives an approved sponsor a direct way to purchase training for a defined group. The sponsor brings the participants and desired outcome. BWF confirms the program, instructor, delivery plan, tuition, enrollment process, schedule, and reporting before the cohort begins.

Bring the people. BWF brings the school.

Why organizations choose this model

- Cohort planning is available throughout the year.
- Training may be online, hybrid, in Dallas, at the workplace, or at an approved partner location.
- The sponsor can use an approved contract, purchase order, invoice, or tuition sponsorship agreement.
- BWF can provide attendance and progress reporting included in the agreement.
- Eligible students may be reviewed for available BWF tuition support when a remaining balance exists.

Who can sponsor

Employers, nonprofits, veteran organizations, foster youth programs, justice involved youth programs, foundations, churches, government programs, education partners, and other approved payers may begin a conversation with BWF.

How a cohort moves from idea to launch

1. Share the need	Identify the participants, training outcome, possible group size, preferred delivery format, and target timing.
2. Confirm the training	Select an existing BWF program or discuss whether a new course can be supported by a qualified instructor and any required approvals.
3. Receive a proposal	BWF presents the scope, tuition, schedule, delivery plan, sponsor responsibilities, and reporting options.
4. Complete the agreement	The sponsor and BWF execute the approved contract, purchase order, invoice arrangement, or tuition sponsorship agreement.
5. Enroll the group	The final roster is confirmed, required student information is collected, and orientation is completed.
6. Launch and report	BWF delivers instruction, records attendance, supports students, and provides the agreed reports.

What determines cohort tuition

BWF prepares a written proposal based on the approved program, number of learners, instructional hours, instructor needs, delivery location, technology, reporting, support, equipment, and materials. BWF does not assume one universal price for every cohort.

Education that can come to the workplace

An employer can arrange class blocks at the worksite so employees can remain on site, complete scheduled training, and return to normal responsibilities outside class time. This can reduce travel and make participation easier.

Format	What it means
Online	Students join instruction through an approved online learning environment and complete assigned work remotely.
Hybrid	Online learning is combined with scheduled live instruction, support, or approved in person sessions.
Workplace	Training is delivered at an employer location using an approved learning space and schedule.
Partner site	A sponsor provides an appropriate location for the cohort when BWF approves the setting.

Equipment and materials

BWF prioritizes equipment light programs. For hands on training, the sponsor or employer must provide the approved site, tools, equipment, safety resources, and materials unless a different arrangement is included in writing.

What to bring to the first conversation

- Organization name and public website
- Primary contact and payer department
- Who the cohort will serve
- Estimated number of participants
- Program or workforce outcome needed
- Preferred online, hybrid, Dallas, workplace, or partner site format
- Preferred timing and class schedule
- Payment method and procurement requirements
- Any tools, equipment, materials, or student support the sponsor can provide

Important expectations

A conversation or proposal does not create a cohort. The program, roster, tuition, payer, schedule, responsibilities, delivery format, enrollment, and reporting must be confirmed in writing. New courses require a qualified instructor, a viable curriculum and delivery plan, and any approvals that apply.

Ready for the next conversation?

[Start a Sponsor Inquiry](#)

contact@bwftradeschool.com

[Visit BWF Trade School online](#)

Texas Workforce Commission Certificate of Approval | School Number S6701