



eTrain User Tips

To participate in *eTrain* courses with the NC Workforce Development Training Center, just follow these simple steps~

1. All *eTrain* courses are available for registration on our website: www.ncwdtc.com.
2. To register just download the appropriate PDF Registration Form and fax to us at (919) 329-5599. All *eTrain* courses are available all month at your convenience – 24 hours a day, 7 days a week.
3. You will receive an email from us confirming your enrollment and a link to the *eTrain* course you selected.
4. Once you receive this link, you may begin your *eTrain* course. You have 60 days to complete the course.
5. You will also receive an invoice for payment. You are responsible for ensuring that prompt payment is made for your *eTrain* course.
6. Within one week (usually less) you will receive an email from your *eTrain* instructor (Frank Lengel). He will provide you with LogIn information that you must have to complete your exam for the course. He will also let you know about online support that is available should you experience any difficulties while taking your *eTrain* course.
7. Upon successful completion, the Workforce Development Training Center will issue a certificate of completion that will be mailed to you. *This certificate will not be issued until your payment has been received.*