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# NC Work First



This Recorded Online Training is an overview of the NC Work First program.

After completion of this training you will be able to identify the following:

- ☑ The four major goals of TANF funds.
- ☑ The two concepts of NC Work First.
- ☑ Stakeholders in the community.
- ☑ Work First family assistance and short-term benefits and services.
- ☑ Benefit diversion and emergency assistance.
- ☑ Work First cash assistance and fundamental eligibility requirements.
- ☑ Work First benefits eligibility factors.
- ☑ Federal and state work activities.

Produced by:

**NC Works**  
training center

In partnership with:  
NC Department of Health and Human Services  
Division of Social Services – Economic and Family Services

Registration required.  
Visit [www.ncworkforcetraining.com](http://www.ncworkforcetraining.com).  
See next page for registration instructions.

### NEW STUDENT ACCOUNT

1. Go to [www.ncworkforcetraining.com](http://www.ncworkforcetraining.com).
2. Click on **New Users Click Here**.
3. Complete ALL profile information.
4. Enter Security Image Code, click **Submit**.
5. A confirmation email with your User ID and password will be sent upon approval.
6. See below to enroll in a course.

### RETURNING STUDENTS

1. Go to [www.ncworkforcetraining.com](http://www.ncworkforcetraining.com).
2. Enter your User ID and Password, click **Login**.
3. First time users will be prompted to set up a security question and answer.
4. Click **Enroll in Courses/Events**.
5. Select your course, click **Enroll**, request special needs if applicable, and click **Submit**.
6. You will receive an enrollment confirmation via email.

### REGISTRATION:

You must register online prior to a workshop, training class, or other special event. Confirmation of registration, with details, dates, times and location will be emailed one week prior to the session.

**NCWorks Training Center course offerings are open to all in the NC workforce system unless specified as a closed training for a targeted group.**

**PAYMENT:** Submit payment prior to the start of class by check or money order, payable to the NC Department of Commerce / Workforce. Name(s) of participants must be included on the check.

**TRAINING SESSION CANCELLATION:** We reserve the right to cancel or postpone sessions based on insufficient registrations or other unforeseen circumstances. You can transfer to an alternate session or registration fees will be refunded. Please allow six weeks for refunds to be processed.

**CANCELLATIONS AND SUBSTITUTIONS:** To cancel a registration or make a substitution, email [ncwtc@nccommerce.com](mailto:ncwtc@nccommerce.com). Submit cancellations and substitutions in writing at least 48 hours prior to the session (unless otherwise specified) to avoid paying the full registration fee.

**SPECIAL NEEDS:** Please include special needs requests when you register online. We can only guarantee provisions for special needs when notified at least two weeks in advance of training.

**LODGING:** A list of convenient hotels is available at [www.ncworkforcetraining.com/Lodging.aspx](http://www.ncworkforcetraining.com/Lodging.aspx).

**NC Works**  
training center



Do you have questions or need help with registration? Call the Training Center at 919-814-0399 or email [ncwtc@nccommerce.com](mailto:ncwtc@nccommerce.com).

**Equal Opportunity Employer Program.**  
Auxiliary aids and services available upon request to individuals with disabilities.