

### EZ Access Tip

Are you ready to enroll in this training?

Log into [TRAIN](#) and search Recorded Online Trainings, then look under the [Labor Market Information and Assessment](#) header.

Need help? Email us at: [ncwtc@nccommerce.com](mailto:ncwtc@nccommerce.com)



## NORTH CAROLINA

# CAREER CLUSTERS GUIDE

targeting the career pathways that meet educational and employment goals

The *Career Clusters Guide* was designed around career clusters and related pathways and portrays a common set of knowledge and skills required for success. This process enhances the traditional approach to career and technical education by providing a foundation that prepares individuals for a full range of occupations and career specialties, using a blend of employability knowledge, technical, and academic skills.

**This online training provides instructions and tips on how to use the guide, as well as the online version.**

**This online training was produced by:** *The NCWorks Training Center* in collaboration with the *NC Community College System*.

The NCWorks Training Center offers a variety of **FREE** training options that can be beneficial to Career Development Coordinators (CDC) and Career & Technical Education (CTE) coaches, counselors, and coordinators. Please visit our website at [www.ncwtc.com](http://www.ncwtc.com) for a menu of products and services. Registration is required for this training and all others at: [www.ncworkforcetraining.com](http://www.ncworkforcetraining.com).

Available 24/7

Register  
NOW!

**Presented By:**  
**Chris Droessler**  
CTE Coordinator,  
NCCCS



NCWorks  
training center



Register at [www.ncworkforcetraining.com](http://www.ncworkforcetraining.com). See page two for additional 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.**

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**NC Works**  
training center



**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).



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.