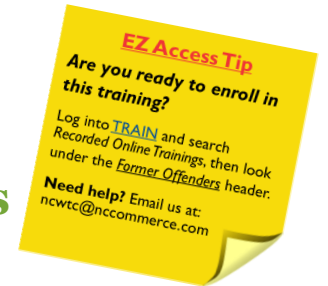


# Serving Former Offenders

## A Recorded Online Training Series



### Show Your True Colors In Your Interview

Help your customers prepare for their next job interview.

- How to Prepare for an Interview
- Assessing Weaknesses
- Handling Illegal Questions
- Explaining Your Criminal History
- Letter of Explanation
- Explaining Federal Bonding and WOTC

### Show Your True Colors With Your Resume

Help your customers get noticed with a good resume.

- Building Blocks of a Resume
- What to Include and Not Include
- Handling Gaps in Employment
- Letter of Explanation
- Using Keywords

### From Kid to Criminal: Stopping the Pipeline

Learn how to stop the criminal pipeline when working with at risk youth.

- The Roots of Risk
- Recognizing Barriers
- Getting Appropriate Assistance
- Working with the Family
- Helping the Parents
- Providing Tools
- WIOA Tools

### Resources for People Who Have a Criminal Record

Learn about the many resources available to customers with a criminal record.

- DES Resources
- Federal Bonding Program
- WOTC
- DPS and Other State Resources
- Research Tools
- Certificate of Relief
- Expungement
- Legal Assistance

These online trainings are presented by Wendi Eure, Former Offender Initiative Coordinator with the Division of Workforce Solutions, and Dr. Toni Reggi with the NC Community College System.



Registration instructions and guidelines can be found on page 2. To register, visit [www.ncworkforcetraining.com](http://www.ncworkforcetraining.com).

## REGISTRATION INSTRUCTIONS AND GUIDELINES

### NEW STUDENT ACCOUNT

1. Go to [www.ncworkforcetraining.com](http://www.ncworkforcetraining.com).
2. Click on **New Students 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.**

**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.