

EZ Access Tip

Are you ready to enroll in this training?

Log into **TRAIN** and search Recorded Online Trainings, then look under the **Programs and Services-Trade Adjustment Assistance** header.

Need help? Email us at: ncwtc@nccommerce.com



Trade Adjustment Assistance Recorded Online Training Series

We are pleased to announce that four online trainings regarding the Trade Adjustment Assistance Program are being made available to you through the NCWorks Training Center:

Trade Adjustment Assistance

- What is Trade Adjustment Assistance?
- Reversion 2014 (the newest amendments covering Trade Adjustment Assistance)

Enrolling Trade Affected Workers for Benefits

- NCWorks and the Special Payment System (SPS)
- Explaining Trade Readjustment Allowances
- Waivers from training.

The Alternative Trade Adjustment Assistance (ATAA) and the Re-employment Trade Adjustment Assistance (RTAA) for Older Workers

- Submitting a request for RTAA or ATAA for your participant
- Subsequent wage subsidy requests.

Job Search Allowances and Relocation Allowances

- When to request the allowances

NC Works
training center

Registration is required at
www.ncworkforcetraining.com

See next page for registration instructions.

FREE Recorded Online Training Series

NEW STUDENT ACCOUNT

1. Go to 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.
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.

NCWorks
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. 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.



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

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