



FIND ADDITIONAL DETAILS [HERE!](#)

**Nationally Accepted &
Globally Accredited**

Ideal For Anyone Working In:

- NCWorks Career Centers
- WIOA Programs (All Titles)
- Employment Services/ Consultants
- Community Colleges/ HRD/ CTE
- University & Public Schools/ CDC
- Human Services Programs
- Anyone in a career advisory role

NC Works
training center

For questions please contact
Nona Stell, Training Specialist
at: nona.stell@nccommerce.com
or (919) 814-0331

You Will Improve Your Performance By:

- ⇒ Developing helping relationships
- ⇒ Learning to train and lead groups
- ⇒ Discovering the role of assessments in career planning
- ⇒ Identifying ethical and legal issues
- ⇒ Becoming familiar with multicultural populations
- ⇒ Using technological resources in career planning
- ⇒ Developing job seeking and employability skills
- ⇒ Designing and implementing career planning services

**Develop and Improve Your
Skills as a Career Advisor!**

SESSIONS OPEN FOR REGISTRATION!

2017 DATES:

Jan 24-25; April 11
April 12-13; July 18
June 20-21; Aug 8 (Fast Track)
Sept 12-13; Dec 5

REGISTER AT:

www.ncworkforcetraining.com
Registration instructions on page 2



Instructor: Beth
Lengel, Lengel
Vocational
Services

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.



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.

PAYMENT: Submit payment **3 weeks prior** to the start of class by check or money order, payable to the NC Department of Commerce / Workforce. The name(s) of the participant must be included on/or with 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 3 weeks 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.

Equal Opportunity Employer Program.

Auxiliary aids and services available upon request to individuals with disabilities.



The Career Development Facilitator (CDF) Program is 120 hours of course work developed by the National Career Development Association (NCDA). This course is preparation for the Global Career Development Facilitator (GCDF) Program, and cannot be altered in anyway. It is taught as defined by the licensing entity Center of Credentialing and Education (CCE), Inc.