

# SCAM

## EMPLOYER

**F**RAUDULENT or “scam” employers and job orders harm customers and damage the credibility of our workforce system. Career Center staff should be mindful of potential fraud and job scams at all times.

This free, On Demand Training will focus on tips staff can use to avoid scams when enabling employers.

These tips include:

- ☑ Reviewing the whole registration
- ☑ Questionable IP addresses
- ☑ How to use State/Federal Records
- ☑ Other online information resources
- ☑ Actions to take based on findings

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



Produced by:



*NCWorks*  
TRAINING CENTER

In partnership with:



*Workforce Solutions*

**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.

**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.*