



The NCWorks Training Center's *Training Registration and Information Network (TRAIN)* provides individual training records for staff. These records capture training sponsored by the Training Center beginning in January 2009 and are accessible only to the individual.

As you have the need to verify specific training for career center certification, here are the ways you can use the information in TRAIN. **OPTION 1 will give you the quickest results, as explained below.

OPTION 1 *(preferred)*:

1. Staff with a profile in the online registration system can access and print their training record and they can print a certificate of completion for specific courses.
2. To do this, staff should sign in to TRAIN at www.ncworkforcetraining.com and click on **My Training Record** and follow the instructions to select and print the full record or only specific courses.
3. Their record can be downloaded as a Word or Excel document, which they need to save and email or scan to you.
4. You can then use these records to compile your list of completed trainings for center certification.

OPTION 2:

1. You can send a roster of staff names to the Training Center with a request to provide training records.
2. We will download each person's individual record and email to you.
3. You can then use these records to compile your list of completed trainings for center certification.
4. Since this must be done manually and we have limited staff, this may take in excess of 30 days to complete depending on volume of requests and other work responsibilities.

Need assistance please contact us:
ncwtc@ncommerce.com or (919) 814-0399.

NCWorks
Training Center