NCWorks Guide for New Training Provider Account

Technically, you only need to complete the info that has a (*) beside it, however, it's recommended that you complete ALL the requested fills, if applicable. The more complete your profile, the better chances a fully informed decision can be made upon review.

Step 1 – Go to www.NCWorks.gov

Step 2 – Click not registered, scroll to option 3 and select provider

Only select this option if your institution has never been associated with NCWorks or its predecessors, i.e. NCSTARS, WorkforcePlus, etc.

Step 3 – Complete a general NCWorks provider profile for your institution. (Example below for your reference)

Login Information

* User Name:	NPROVIDER	Enter Unique User Name (3 - 20 Characters, letters or numbers)
* Password:	•••••••••• **Very Strong!**	Enter Password (8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are (!), (@), (#), ($), (%), (^), (*), (.), (_))
* Confirm Password:	••••••••••	
* Security Question	What is your pet's name? ▼	
* Security Question Response:	Larry	Hint to help if you hav

Going forward, you will need this information every time you log into NCWorks, so make note of what you originally enter.

Federal Employer ID

* Federal Employer ID No: or Social Security Number:	000000000	Do not enter dashes. Example 999001111
Type of Identification:	○ Social Security Number ⦿ Federal Employer Identification Number	

Please enter FEIN associated with your training institution and select appropriate identifier.

Institution Identification

* Institution Name:	New Provider Training Institute
Institution Code/BPA# (if you are a current provider):	
* Institution Type:	Private Business and Technical Schools ▼
* Institution Ownership:	Private for profit institution ▼

Please enter the full institution name as it relates to your FEIN and other public marketing materials.

Institution Primary Location

* Address 1: `111 New Lane`

Address 2: `[              ]`

* City: `Concord`

* State: `None Selected ▼`

* Zip: `28028` [Find Zip Code]

IMPORTANT: Please enter the address of the physical location training will be provided.

Contact Information

Title: `[              ]`

* First name: `Lioness`

Middle Initial: `[  ]`

* Last Name - (include suffix e.g. Jr, Sr, PhD, etc): `Roar`

* Contact Phone Number: `888` - `654` - `321` Ext. `[    ]`

Cell Phone: `[   ]` - `[   ]` - `[   ]`

Contact Fax Phone Number: `[   ]` - `[   ]` - `[   ]`

Email Address: `nprovider@email.com`

Preferred Notification Method: `Internal Message ▼`

Institution URL: `www.newprovidertraining.us`
Enter URL e.g. (http://www.companywebsite.com)

Create Email Account   **Read Our Email Security Policy**

IMPORTANT: Please enter the contact information of the lead person that can be contacted in the event an issue arises. There will be an opportunity to enter additional contacts for those using NCWorks day-to-day.

Please select the option you will monitor the most. **NOTE**: internal message means correspondence will happen within the NCWorks message center.

Cancel   **Next**

Provider Information

* Status:	○ Active ● Inactive
* LWIA Region:	State ▼
Linked Employer:	[_____] [Search For Employer]
Vendor ID:	[_____]
* FEID/SSN:	334580000
* Provider Name 1:	New Provider Training Institute
Provider Name 2:	[_____]
* Address 1:	111 New Lane
Address 2:	[_____]

Note: By entering the Zip Code first, the system will automatically populate the City and State fields.

* City:	Concord
* State:	North Carolina ▼
* Zip:	28028
URL:	[_____]

Enter URL e.g. (http://www.companysite.com)

Type of Business:	None Selected ▼
State Use 1:	[_____]
State Use 2:	[_____]
State Use 3:	[_____]
State Use 4:	[_____]
State Use 5:	[_____]

NOTE: This should say "State."

If your institution has an NCWorks Employer Profile, you are able to associate your Provider Program to it by clicking this link. Please be aware of FEIN's.

NOTE: If this does not apply to your institution, you do not need to complete the State Use 1-5.

Billing Address Information

Populate the Billing Address from: **Provider's Main Address**

* Billing Address 1:	111 New Lane
Billing Address 2:	
* Billing City:	Concord
* Billing State:	North Carolina ▼
* Billing Zip:	28028
* Attention:	Lioness Roar

NOTE: If they differ, enter respective addresses for each.

Mailing Address Information

Populate the Mailing Address from: **Provider's Main Address** | **Provider's Billing Address**

* Mailing Address 1:	111 New Lane
Mailing Address 2:	
* Mailing City:	Concord
* Mailing State:	North Carolina ▼
* Mailing Zip:	28028
* Mailing Attention:	Lioness Roar

Save   **Cancel**

CRS Provider Information

Institution Name:	New Provider Training Institute
* Institution Type:	Private Business and Technical Schools ▼
* Institution Ownership:	Private for profit institution ▼
Years in Business:	8
Disabled Access:	● Yes ○ No
ADA Compliant:	● Yes ○ No
Source of Funding:	Partnership funding.
Institution Description:	New Training Provider Institute provides premier learning opportunities for aspiring Workforce Innovation and Opportunity Act (WIOA) providers who wish to be on the illustrious Eligible Training Provider List (ETPL).
* Main Telephone Number:	888 - 654 - 3211
Main Email Address:	nprovider@email.com
Is this a Community College?	○ Yes ● No
* Accreditation:	● Yes ○ No
Accrediting Body:	Accrediting Commission for Career Schools/Col... ▼
Career Assessment Available:	● Yes ○ No
Career Counseling Available:	● Yes ○ No
Job Placement Assistance Available:	● Yes ○ No
Tutorial Services Available:	● Yes ○ No
On-site Child Care Available:	○ Yes ● No
* State Approving Agency Exemption Certificate on File:	○ Yes ● No
* State Approving Agency Receipt Letter on File:	○ Yes ● No
Financial Aid Available:	● Yes ○ No

As stated above, some fields are not "required", however, they provide important info that will better assist during registration review.

Although it's not required, please provide an email address, if available.

Save   **Cancel**

You have successfully registered your institution in NCWorks! Please note the registration notice outlined below:

Thank you for registering. Your access request will be reviewed and you will be contacted once your nformation has been verified. Once your access is approved you will be able to add and maintain your nstitution's programs. If you have any questions, please click here to contact your local Career Center

Provider: New Provider Training Institute

While you await the review and approval of your institutes NCWorks Profile, you should complete the location and contact tabs for your institution. General instruction is on how to do this is below.

Step 4 – The primary address entered during the initial registration will populate into this section. If applicable, enter additional locations training is also offered for your institution, i.e. North Campus, East Campus, etc.

Location ID	Location Name	Primary Address	Contacts	Active	Action
183	New Provider Training Institute	111 New Lane Concord NC 28028	None Listed	Active	Edit Contacts

Click "add location" to enter additional training locations, if applicable.

Add Location

Provider Location Information

* Status: ● Active ○ Inactive
* Vendor ID: `NC99` [Populate with Provider's Vendor ID]
* Location Name 1: `New Training Provider Institute - South Campu`
  Location Name 2: `_____`
* Address 1: `999 New Lane South`
  Address 2: `_____`
* City: `Concord`
* State: `None Selected ▼`
* Zip: `28028`
  URL: `_____`

Billing Address Information

Populate the Billing Address from:
Above Address | Provider's Main Address | Provider's Billing Address

* Billing Address 1: `111 New Lane`
  Billing Address 2: `_____`
* Billing City: `Concord`
* Billing State: `North Carolina ▼`
* Billing Zip: `28028`
* Attention: `Lioness Roar`

Mailing Address Information

Populate the Mailing Address from: Above Address | Above Billing Address
Provider's Main Address | Provider's Billing Address | Provider's Mailing Address

* Mailing Address 1: `111 New Lane`
  Mailing Address 2: `_____`
* Mailing City: `_____`
* Mailing State: `North Carolina ▼`
* Mailing Zip: `28028`
* Mailing Attention: `Lioness Roar`

Provider's Location Details

Location ID	Location Name	Primary Address	Contacts	Active	Action
183	New Provider Training Institute	111 New Lane Concord NC 28028	Lioness Roar	Active	Edit Contacts
184	New Training Provider Institute - South Campus	999 New Lane South Concord NC 28028	None Listed	Active	Edit Contacts

Add Location

> Your newly entered location should populate in the location details section. You can continue to add locations, if applicable.

Step 5 – Add contacts for your institution.

General	Locations	Contacts

Provider: New Provider Training Institute

Location Status:

Active ▼

> Using the dropdown menu, select the location this contact is directly associated with.

Display contacts associated with the selected location of:

NEW PROVIDER TRAINING INSTITUTE - 111 New Lane Concord NC 28028 ▼

Provider's Contact Details

You currently have no saved contacts

Add Contact

> Click "add contact."

NOTE: Over time, as contact statuses with the institution may change, you can return and change their status to reflect its current state.

* indicates required fields.

For help click the question mark icon.

Contact Information

* Status: ⦿ Active ○ Inactive

* First Name: [   ]

Middle: [ ]

* Last Name: [   ]

Contact Title: [   ]

* Telephone: [ ]-[ ]-[ ] Ext: [ ]

Fax: [ ]-[ ]-[ ]

Please select the location this contact is associated with and a "contact type"

Selected	Location ID	Location Name	Location Address	Contact Type
☐	183	New Provider Training Institute	111 New Lane Concord, NC 28028	Primary ▾
☐	184	New Training Provider Institute - South Campus	999 New Lane South Concord, NC 28028	

Primary
Alternate
Training
Service
Administrative
Finance

E-mail Address

Primary E-mail: [   ]

Secondary E-mail: [   ]

Confirm Secondary E-mail Address: [   ]

Although not required, please provide a direct email address for this contact, if available.

Read Our Email Security Policy

Notes (2,000 characters max)
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

B *I* U Iₓ | ≡ ≡ ≡ ≡ | ⅟≡ ≔ | ≣ Ω ⊞

Format ▾ Font ▾ Size ▾ **A** ▾ | ▤ | ← → | ⊙

Please use this section to add any notes about this contact. Ex: "Please use this contact if there are questions about program costs for New Provider Training Institute."

Services for Providers

Demand Occupations

Manage Provider Profile

Manage Provider User Profile

Education Services ▸

Other Services

Assistance Center ▸

Learning Center

	General	Locations	Contacts

Provider: New Provider Training Institute

Location Status:

[Active ▼]

Display contacts associated with the selected location of:

[Any Location]

All contacts will populate here, with an opportunity to review, edit, and additional ones, if applicable.

Provider's Contact Details

Contact ID	Contact Name	Location	Telephone	Location Status	Action
59	Lioness Roar	New Provider Training Institute - Primary	888-654-3211	Active	Edit Locations
60	Carl Barlow	New Training Provider Institute - South Campus - Training	888-876-5433	Active	Edit Locations

Add Contact

==Until your profile registration has been reviewed and approved, you have access to explore the many features of NCWorks. You will be notified of the status of your profile via the method in which you decided to receive NCWorks correspondence.==

NCWorks Online

Welcome to the NCWorks Online directory of services Roar, Lioness .
Please select one of the options below.

⊟ Services for Providers

Demand Occupations

Manage Provider Profile

Manage Provider User Profile

Education Services ▸

⊟ Other Services

Assistance Center ▸

Learning Center

⊟ Services for Providers

Demand Occupations
Select this option to view the current list of demand occupations.

Manage Provider Profile
Select this option to manage the provider profile and contact information.

Manage Provider User Profile
Select this option to manage your user profile and contact information.

Education Services
Find a suitable training or educational program, as well as information on training providers and schools.

⊞ Other Services

👤 Services 🌐 Site Map 🔍 Site Search ⚙ Preferences 📁 Feedback ⓘ Assistance

Once your institution registration is reviewed and approved, you will be able to log into NCWorks Online, using the credentials you created in (Step 3) and see "manage institution programs" to enter details about programs your institution offers.

To learn more details about entering programs into NCWorks, see "Entering Programs into NCWorks Guide."

If you have questions about this guide and/or its content, please contact:
Sherika Rich, Centralina Workforce Development Board Staff
srich@centralina.org | 704.348.2719
Centralina serving Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union counties