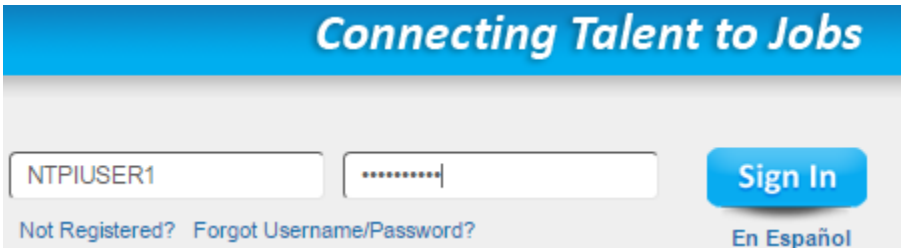
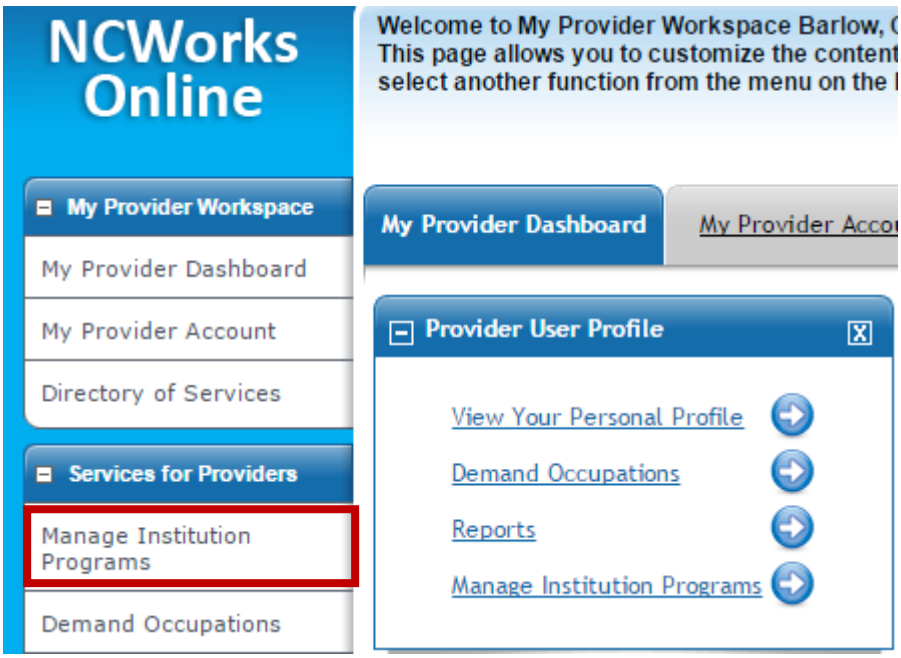
Entering Programs into NCWorks for Active/Interested Training Providers

Step 1 – Go to www.NCWorks.gov

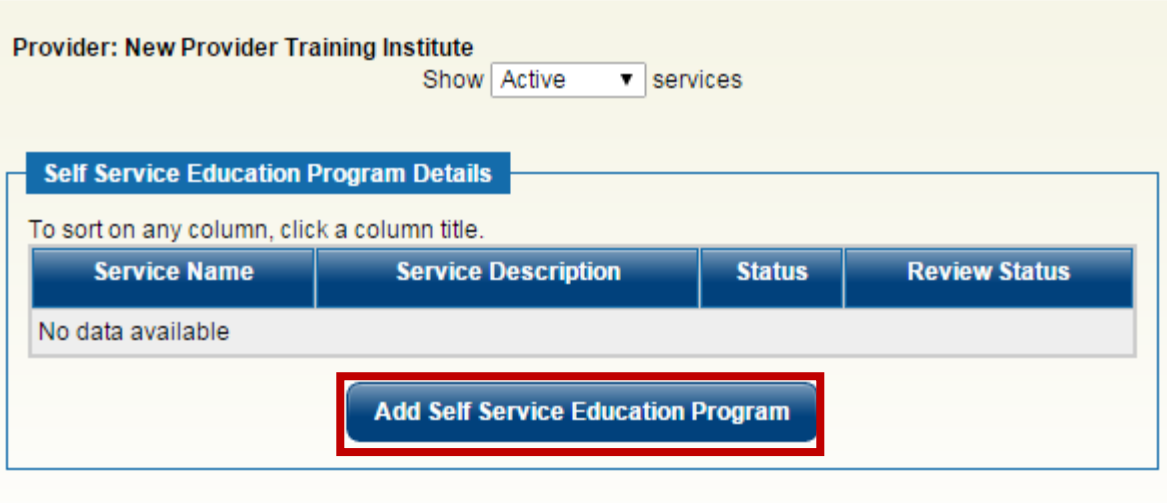
Step 2 – Log in using your unique credentials



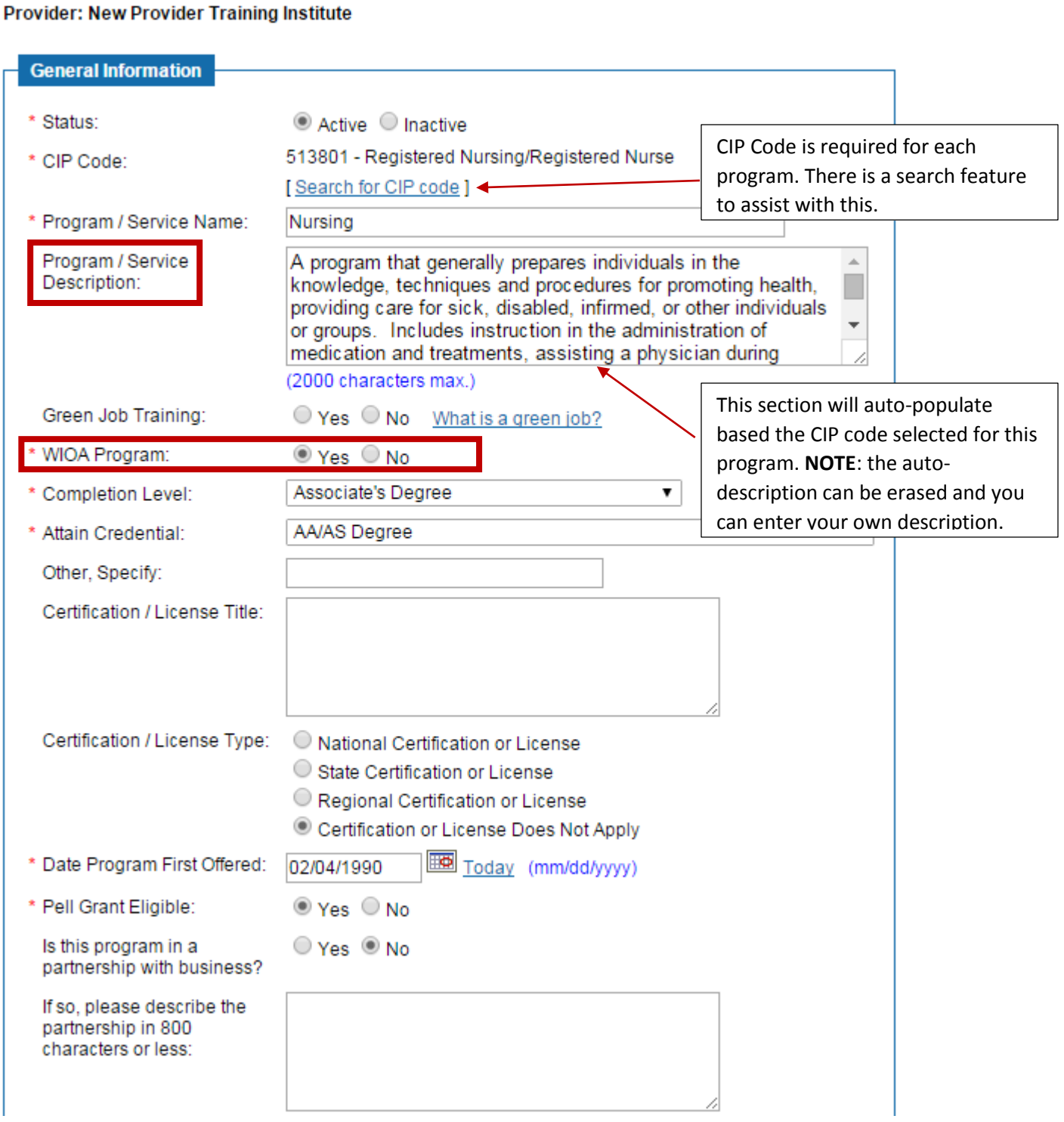
Step 3 – Click "manage institution programs"



Step 4 – Click “add self service education program” **Note**: for established training providers, you may have programs already entered into NCWorks, just scroll to the bottom to see the option to add programs. If you want to edit programs that are already in NCWorks for your institution, just click on the respective program and edit accordingly.



Step 5 – Enter basic program information



Service Information

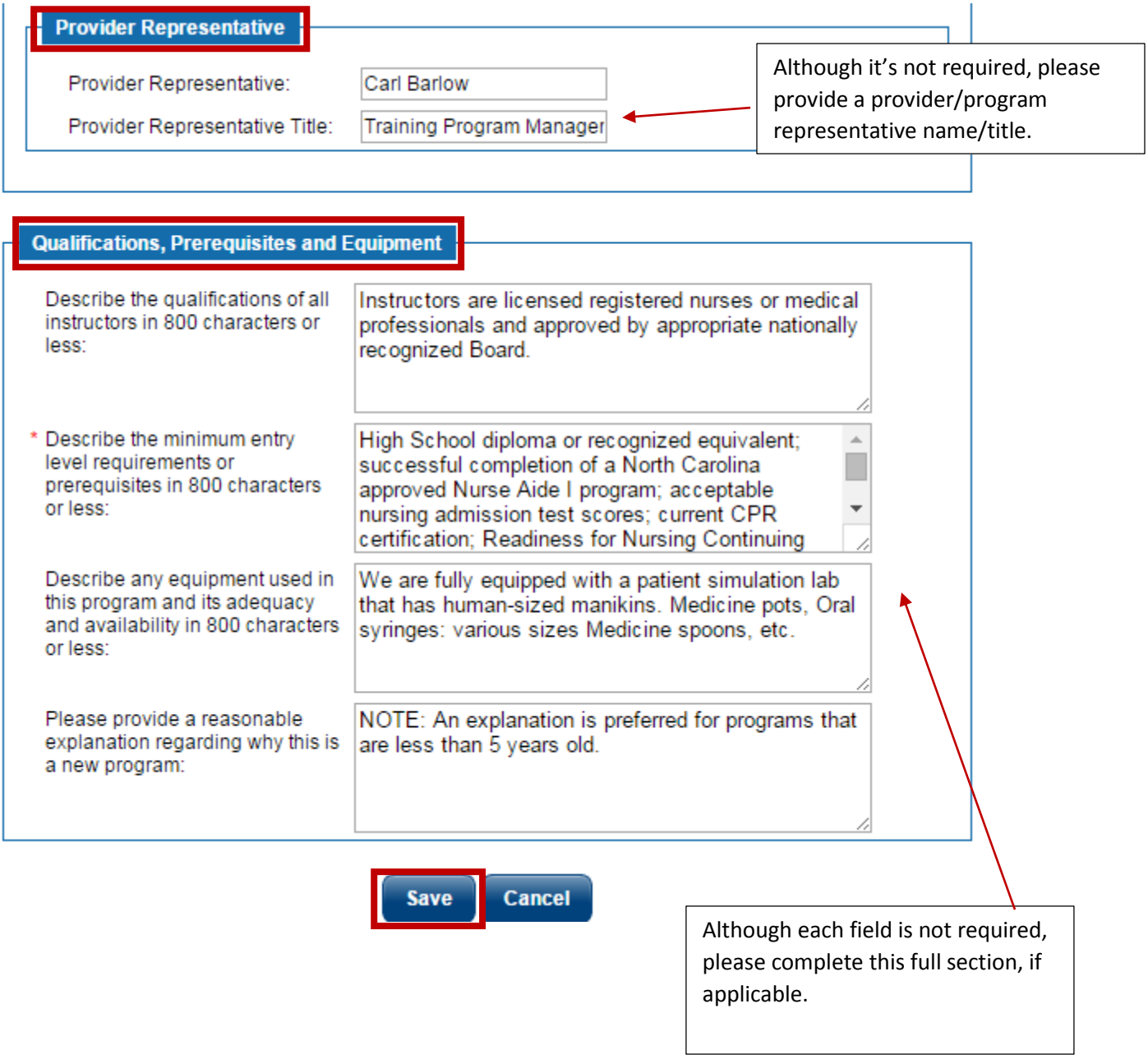
* Duration: 5
* Duration Type: Semesters/Terms
* Day or Night Classes: Day
* Weekend classes: ○ Yes ◉ No
* Mode of Delivery:
  - ☑ Classroom
  - ☑ Internet
  - ☐ Correspondence
  - ☐ Broadcast
  - ☐ Computer Based Instruction

Course Information

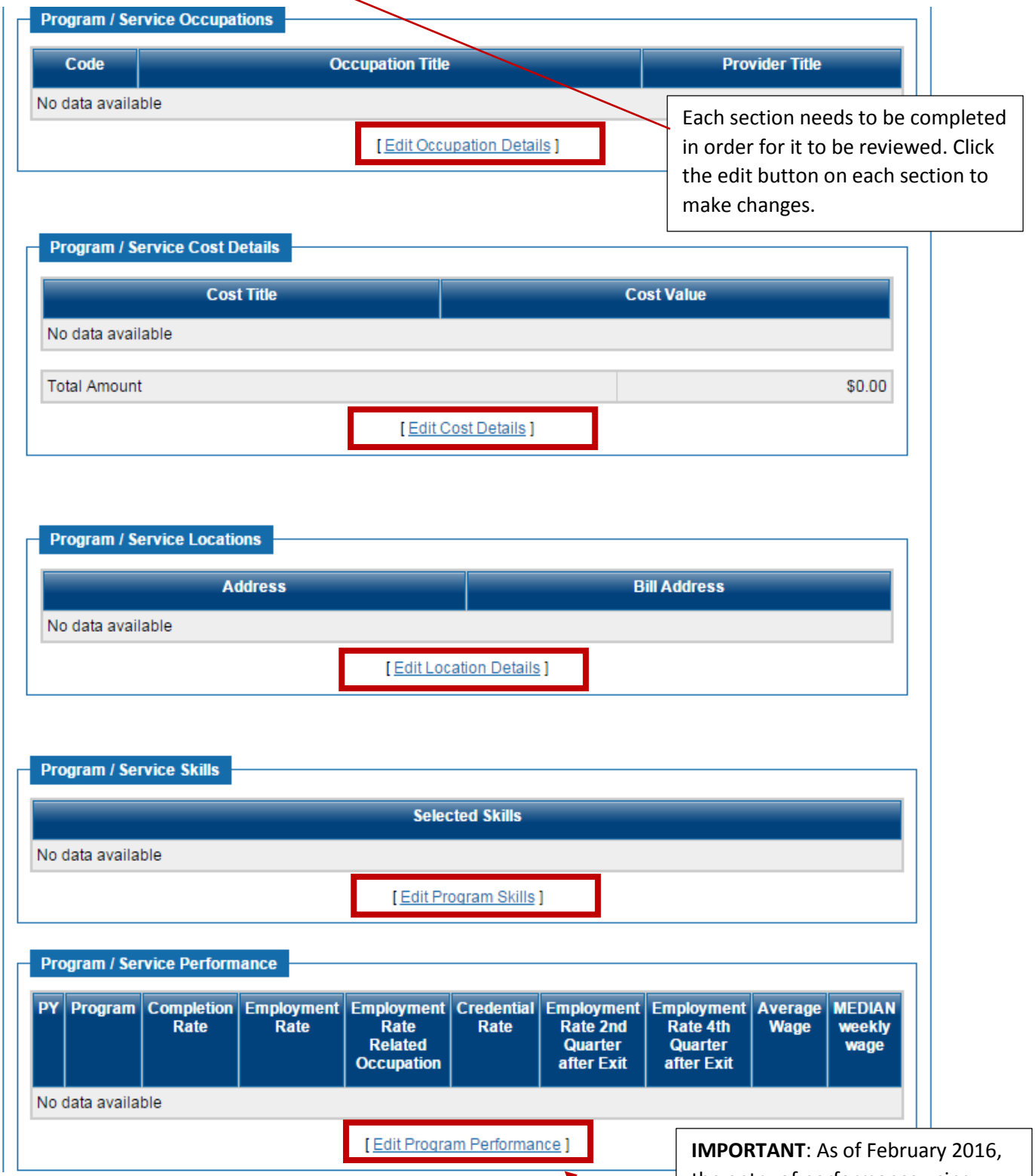
* Class Time: 3 Hours
  Lab Time: Hours
  Other Time: Hours
  Weekly Schedule: M-F
* Minimum Class Size: 10
* Maximum Class Size: 25
* Number of Instructors: 8
* Class Frequency: Daily
  Accessibility:
  - ☑ On-Site Parking
  - ☑ Public Transportation
  - ☑ Disabled Student Access
  - ☐ Sign Language
  - ☐ Other Languages
  - ☐ Other

External Approvals

Community College ID:


Provider Representative
Provider Representative:
Carl Barlow
Provider Representative Title:
Training Program Manager
Although it's not required, please provide a provider/program representative name/title.
Qualifications, Prerequisites and Equipment
Describe the qualifications of all instructors in 800 characters or less:
Instructors are licensed registered nurses or medical professionals and approved by appropriate nationally recognized Board.
* Describe the minimum entry level requirements or prerequisites in 800 characters or less:
High School diploma or recognized equivalent; successful completion of a North Carolina approved Nurse Aide I program; acceptable nursing admission test scores; current CPR certification; Readiness for Nursing Continuing
Describe any equipment used in this program and its adequacy and availability in 800 characters or less:
We are fully equipped with a patient simulation lab that has human-sized manikins. Medicine pots, Oral syringes: various sizes Medicine spoons, etc.
Please provide a reasonable explanation regarding why this is a new program:
NOTE: An explanation is preferred for programs that are less than 5 years old.
Save
Cancel
Although each field is not required, please complete this full section, if applicable.

Step 6 – Complete Program Details (Occupations, Cost Details, Locations, Service Skills Obtained, and Performance)



Below are examples of each of the above sections expanded, for reference.

Provider: New Provider Training Institute
Program: Nursing
Cipcode: 513801

Occupation options displayed are based on the CIP code you chose for this program in (Step 5).

BRIGHT OUTLOOK Indicates a bright outlook occupation.

Code	Occupation Title	Provider Title
25107200	Nursing Instructors and Teachers, Postsecondary	
29114100	Registered Nurses	
29114101	Acute Care Nurses	
29114102	Advanced Practice Psychiatric Nurses	
29114103	Critical Care Nurses	
29114104	Clinical Nurse Specialists	

If any selected occupation is not noted as in bright outlook above, provide evidence that it is in demand.

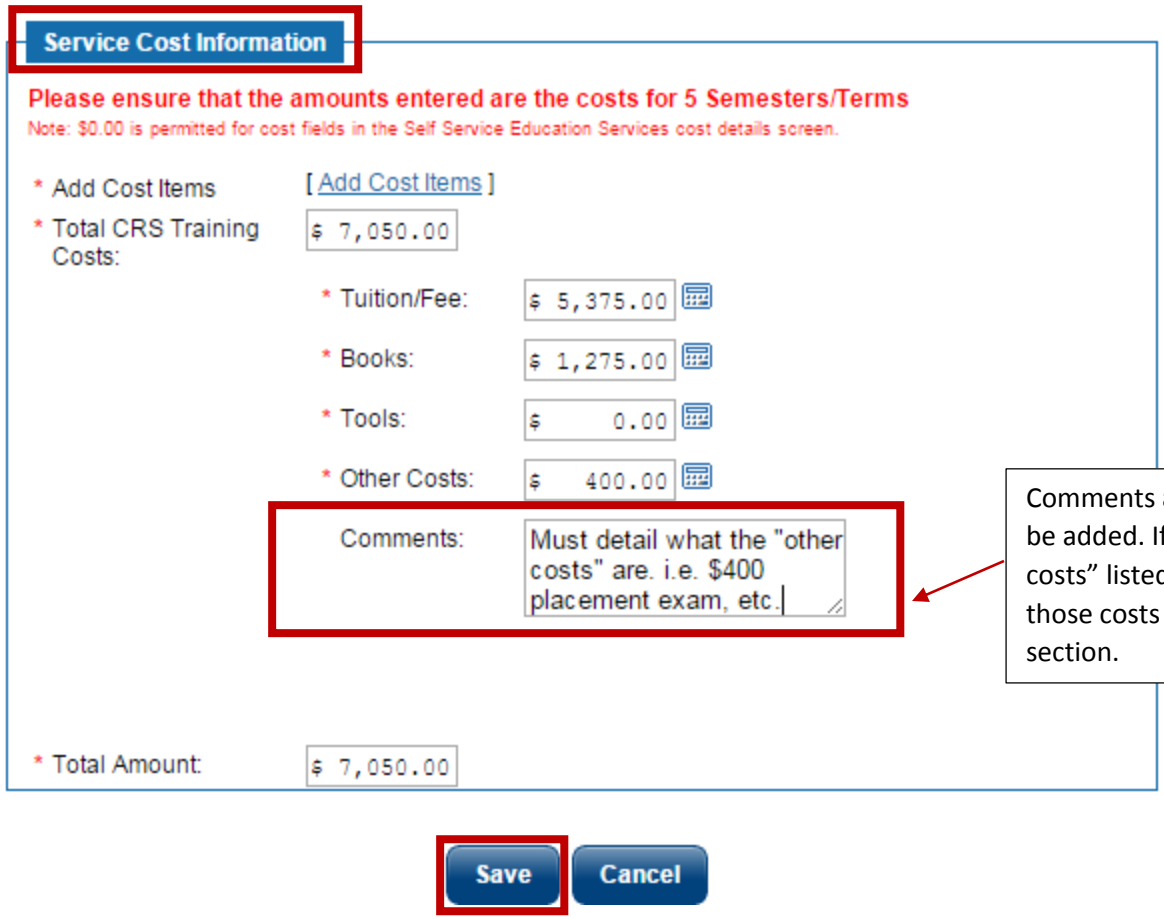
Statistics show Healthcare is a high demand sector in the Southwest Region of North Carolina.

Save Cancel

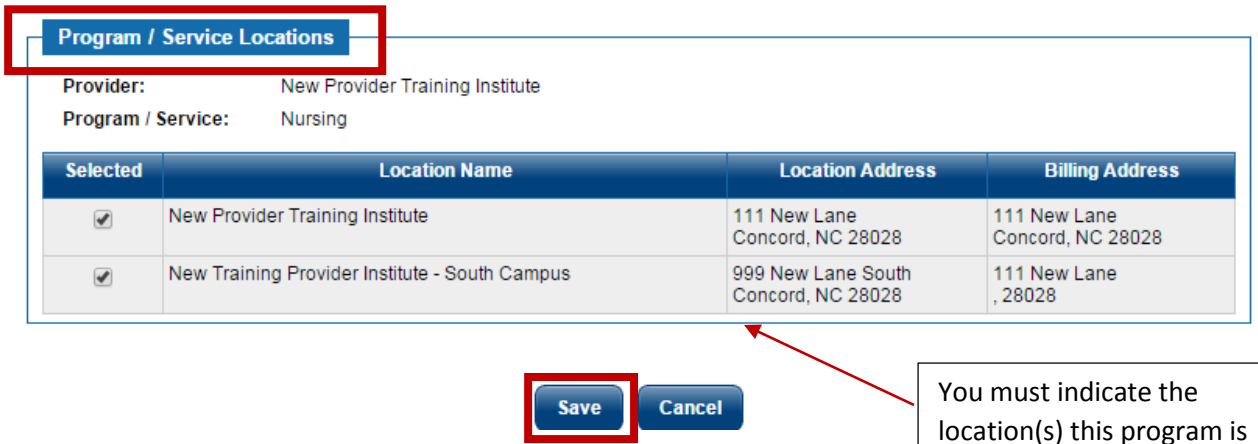
You must select at least one occupation. You can select more than one.

IMPORTANT: If the occupation(s) selected are not registered in NCWorks as a "bright outlook" occupation, you must enter a note providing evidence that it is in demand. **NOTE**: Please site your sources.

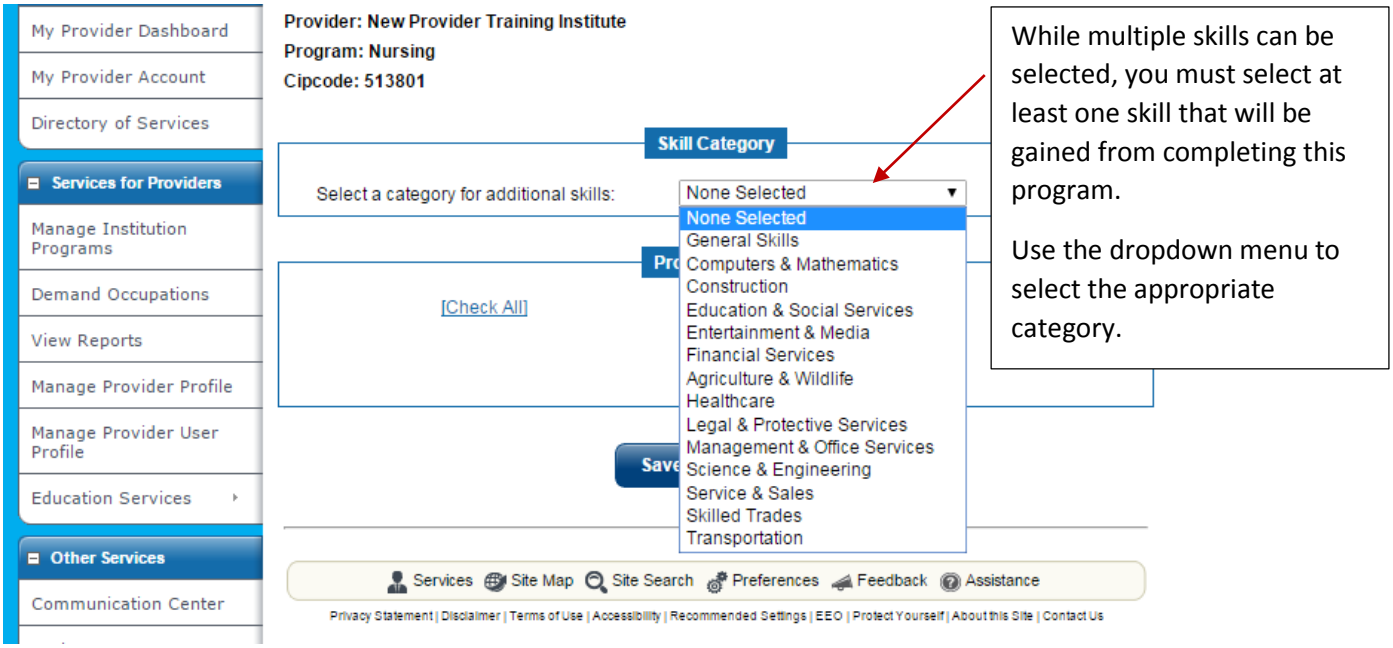
Provider: New Provider Training Institute
Program/Service: Nursing



Comments about costs must be added. If there are "other costs" listed, please list what those costs are for in this section.

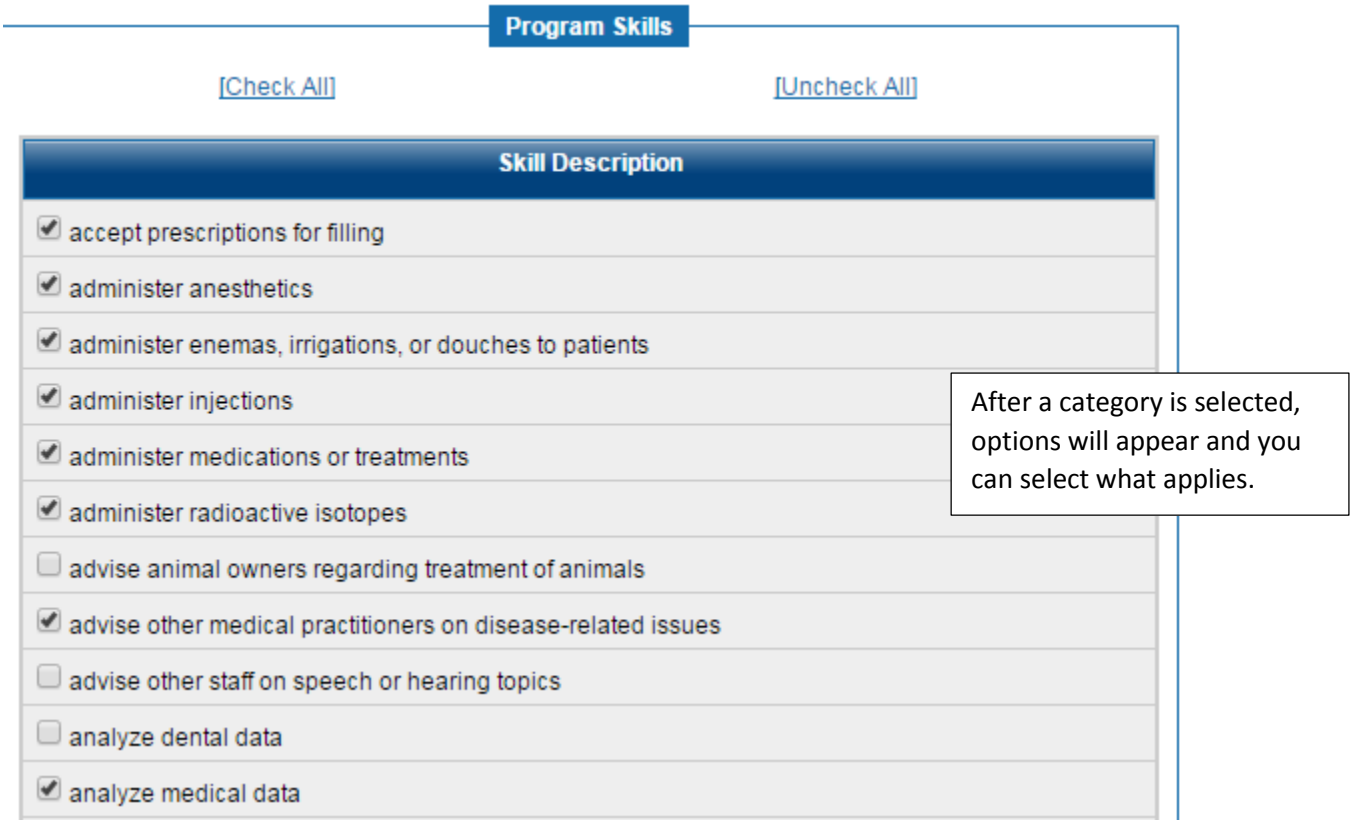


You must indicate the location(s) this program is offered at.



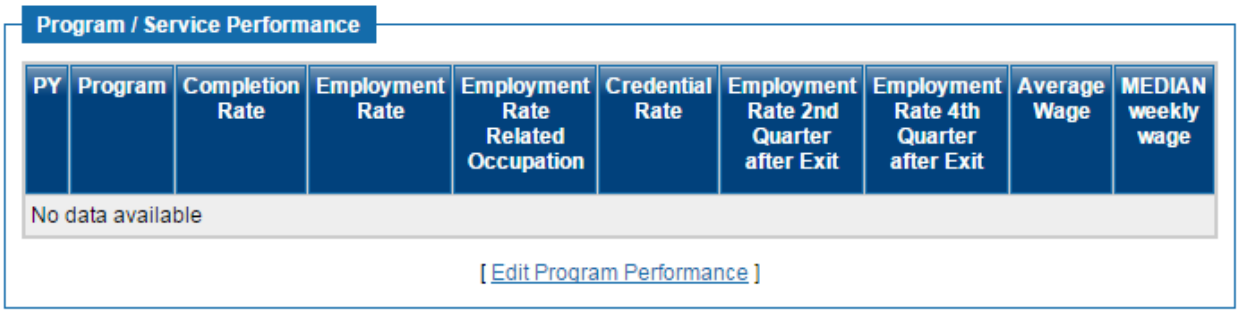
While multiple skills can be selected, you must select at least one skill that will be gained from completing this program.

Use the dropdown menu to select the appropriate category.

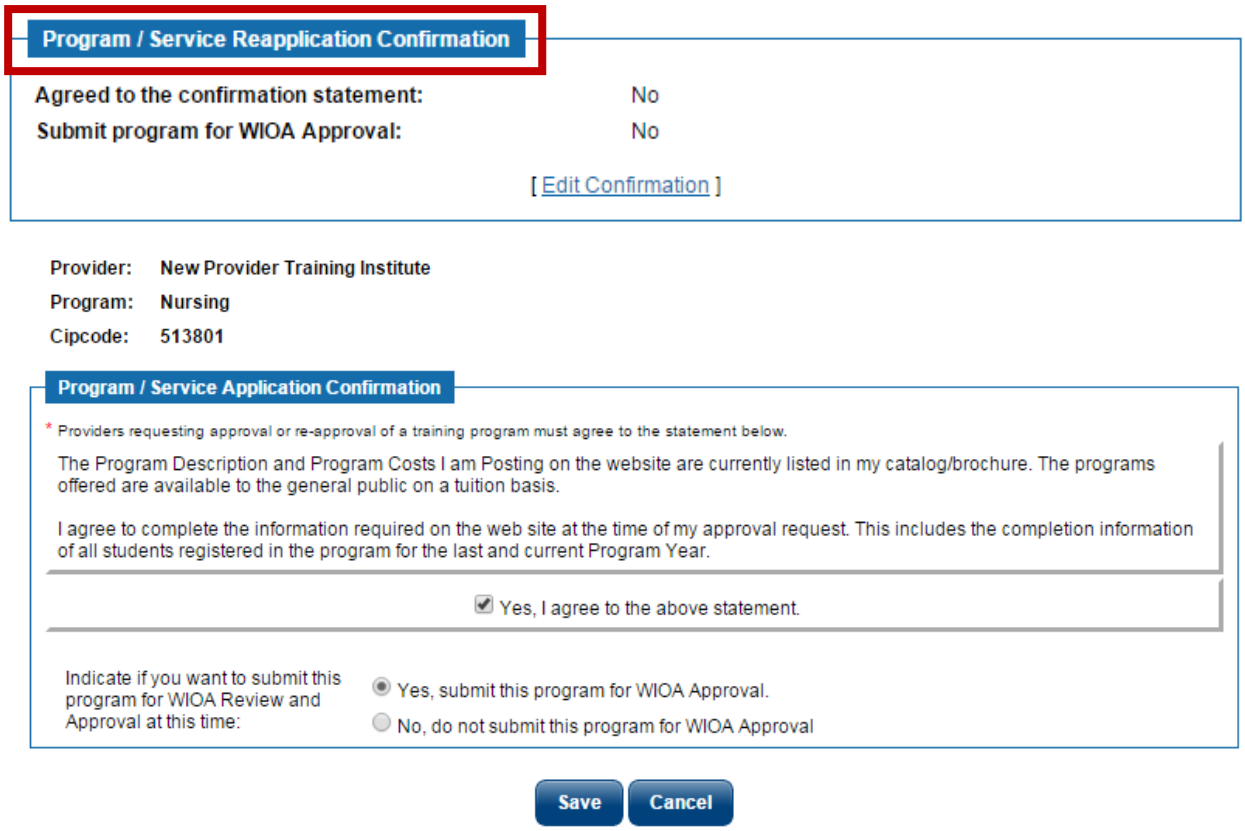


After a category is selected, options will appear and you can select what applies.

As of February 2016, the date of creation of this guide, performance entry into NCWorks Online is optional, however, it will still be requested via a separate form in order to be considered during the program review process. Further guidance on NCWorks Provider Performance entry will be disseminated as it develops.

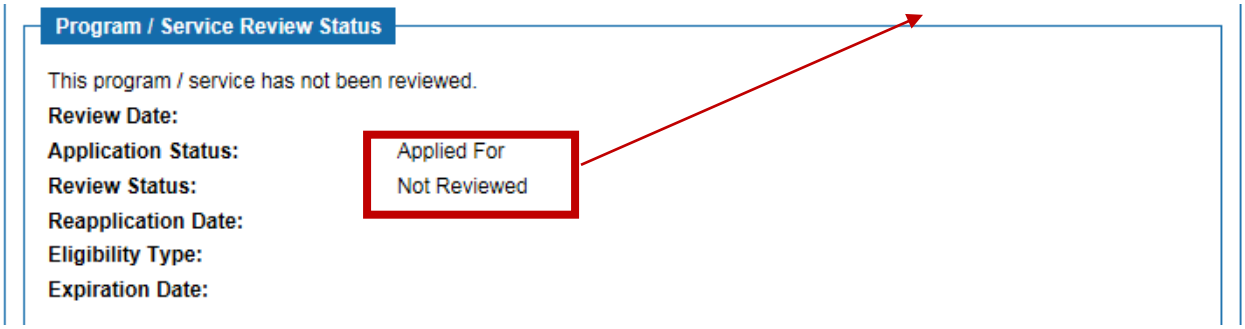


Step 7 – Review the program application statement and formally submit the program to be considered to become WIOA eligible.

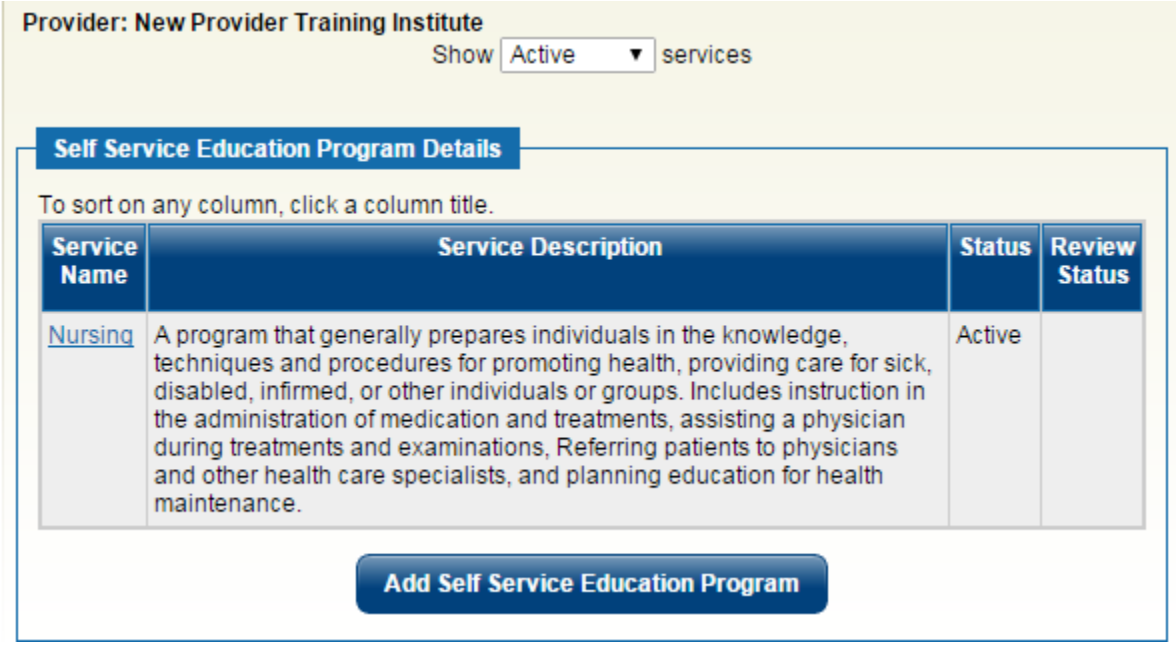


You will need to repeat the above steps for each program you wish to be reviewed for WIOA eligibility.

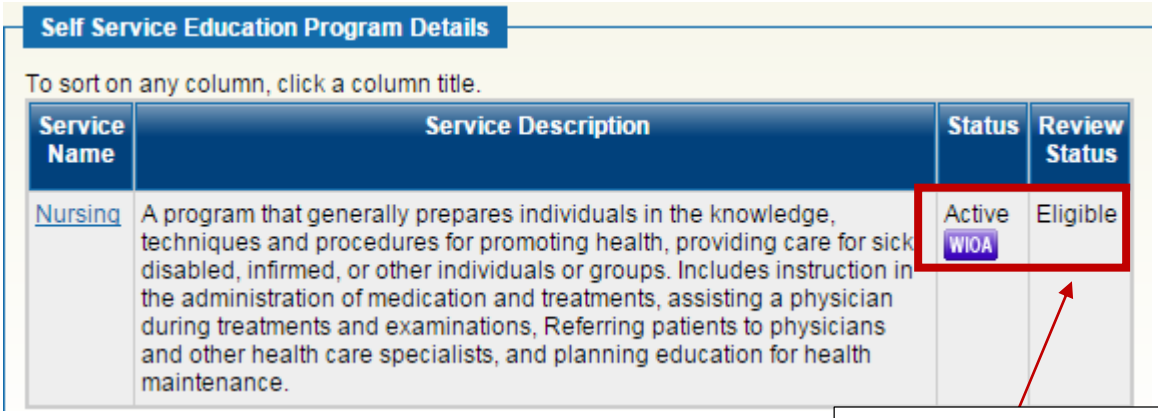
Assigned local area staff will be automatically notified of submissions and review all information submitted. Upon final decision, you will be notified via the preferred notification method you selected during registration. In the meantime, status of the submitted program will as displayed below.



When you return to your program service list, the entered program will appear.



Upon review, you will see status change indicate the decision.



Self Service Education Program Details

To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
Nursing	A program that generally prepares individuals in the knowledge, techniques and procedures for promoting health, providing care for sick disabled, infirmed, or other individuals or groups. Includes instruction in the administration of medication and treatments, assisting a physician during treatments and examinations, Referring patients to physicians and other health care specialists, and planning education for health maintenance.	Active WIOA	Eligible

This is an example of an approved program. If the program is rejected, that will be reflected in this section as well.

If you have questions about this guide and/or its content, please contact:
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Centralina serving Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union counties