

DO YOU HAVE A NCID?

To use the WORKS Applicant Portal, an applicant must create and maintain an Individual NCID (at no charge).

NCID is a secure username and password a WORKS applicant will use to access their account. After creating a NCID, the applicant can log in to the WORKS Applicant Portal and register. Each applicant must have a unique NCID.

This process ensures that an applicant's NCID and account is linked correctly. An applicant will need to create their NCID before accessing WORKS.

In a web browser, such as Internet Explorer, go to the North Carolina Identity Management (NCID) website at <https://ncid.nc.gov> to sign up today!

NOTE: An applicant may already have a business NCID, but an *individual* NCID account will be needed when accessing the WORKS Applicant Portal.

Let's
CONNECT



www.ncchildcare.nc.gov

Division of Child Development and Early
Education, Workforce Education Unit
2201 Mail Service Center
Raleigh, NC 27699-2200

Division of Child Development
and Early Education (DCDEE)

WORKS

Workforce Online Reporting
and Knowledge System



Available Fourth Quarter 2016



WORKS Users

Those who will benefit the most from using WORKS are:

- Administrators
- DPI Teacher
- DPI Teacher Assistant
- FCCH Providers
- Group Leaders
- Lead Teachers
- Program Coordinators
- Prospective Teachers
- Site Owners
- Teachers

What is WORKS?

The Division of Child Development and Early Education (DCDEE) Workforce Online Reporting and Knowledge System (WORKS) will function as a single portal of entry for workforce education and professional development to collect, report, and track child care workforce information needed to support education requirements.

WORKS will also enable DCDEE to continue to comply with state child care licensure statutes, and promote and coordinate educational programs and materials designed to improve the quality of child care available in the state.

Staff in all child care positions must meet minimum education requirements. Previously, Education Evaluation Specialists in the Early Education Branch, Workforce Education Unit of DCDEE, assessed the education of individuals working in child care using paper applications in order to determine their qualifications.

WORKS is designed to streamline education evaluation, using a web-based process designed to increase efficiency with which staff can process child care provider applications.

WORKS Applicant Portal

WORKS will include a self-service component known as the applicant portal. This will be used by an individual applicant to register and maintain their workforce information to support education requirements. The portal will be available online and require that the user maintain an individual NCID user name and password. Once WORKS is available, all paperwork, with the exception of official transcripts, will no longer be submitted to the DCDEE Workforce Education Unit. These documents will be uploaded using WORKS via the applicants WORKS account.

WORKS Key Offerings

- Self-Service
- Convenience
- Real-time Access
- Mobile Friendly
- Central Repository for Educational Qualifications

FAQ's

Will my previous education evaluation appear in WORKS?

YES. All previous education evaluation and qualifying documentation will appear in WORKS.

Will I need my Workforce Identification Number (WFID#) in order to register in WORKS?

You are not required to have this information when registering, but the WFID# will assist WORKS in identifying any previous educational information that you have with the Workforce Education Unit.

Where can I find my WFID#?

You can locate your WFID# on your Workforce Education Unit Status Letter, listed under the "Provider Name".

Contact Us

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2201 Mail Service Center
Raleigh, NC 27699-2200
(919) 527-6600

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