*Welcome to W-2 New Worker Training!*

The Partner Training Team (PTT) is happy you’re here. You’re registered for the ***[Add Correct Curriculum]*** track of W-2 New Worker Training (NWT). Review this email to ensure you have the information you need to get started.

You should have received an email confirming your registration in an upcoming NWT Orientation session. If you cannot attend that session, please contact Registration Staff as indicated in that email.

You access all your training curriculums/courses through the Learning Center at: <https://wss.ccdet.uwosh.edu/stc/dcf>. One of the documents attached to this email is your **W-2 New Worker Training Guide**. This Guide lists all the courses you will complete in Learning Center and entries you will submit to us, with a checkbox for you to mark them off along the way. Use this Guide to keep track of where you are in training.

As a best practice, committing to at least 15-20 hours per week of training means you can complete initial NWT within 5-9 weeks of your start date. Regardless, you must complete initial NWT within 6 months, otherwise you may be required to re-start initial NWT.

You must also complete additional courses within 12 months of your hire date. These courses, called Reinforcing W-2 in the Classroom, consist of a combination of online courses and live classes. The Learning Center and Partner Training Team staff track your completion.

Lastly, you’ll find a **Tips and Tricks** document attached to this email also. Check it out for some bonus information to help you succeed. Feel free to contact the Partner Training Team at [ptttrainingsupp@wisconsin.gov](mailto:ptttrainingsupp@wisconsin.gov) at any time throughout your training.

If you want to learn more about PTT and what we do, please visit our [home page](https://dcf.wisconsin.gov/w2-partnertraining).

Welcome to NWT!

Danni Grochowski

New Worker Training Lead

[danielle.grochowski@wisconsin.gov](mailto:danielle.grochowski@wisconsin.gov)

262-822-7132