

Youth Thrive Training CH120013

Registration

Registration for Youth Thrive is in DCS' Learning Management System, TraCorp. Access TraCorp by clicking on this link, <https://adoa.server.tracorp.com>. **Use Google Chrome for optimal performance and completion of your online training.** Any new staff that doesn't have a TraCorp account will need to create one by clicking on "CREATE NON-STATE WORKER ACCOUNT" and filling in all required areas using your agency email, address and phone number. Your agency will use the following access code: **f39c2c07**. After creating your account, you will receive your username and password via email. After receiving your assigned username via email, use that information to log back into TraCorp, <https://adoa.server.tracorp.com>.

*Any Contracted Staff that already have accounts, will need to log into their TraCorp accounts and go to their "Profile" and click on edit under "My Account". Please put the access code **f39c2c07** in the additional access code box and update. This will give you access to the Youth Thrive training.*

****DCS Staff will just log into TraCorp with their assigned EIN. Access Code not needed.**

Cancellations

Training participants will be expected to cancel their registrations via TraCorp at least 2 days prior if they are not able to attend the training. If it is a late cancellation, L & D will need to be contacted at LearningandDevelopment@azdcs.gov or (602) 351-8524 to cancel the registration. Agencies should not assume that they can send an alternative participant without prior approval from L & D.

Attendance Expectations

Training participants are to arrive within 15 minutes of class time. If participants are late, they may not be allowed to participate in the training. L & D Trainers or designees have the discretion to ask participants to leave training when determined necessary.

Dress Code

Training Participants are authorized to wear casual attire when attending DCS trainings. Casual attire shall be clean, pressed and in good repair.

Acceptable casual dress attire includes:

1. Male Personnel
 - a. Sleeved polo or golf shirts with open collars
 - b. Other colored or patterned shirts with regular collars, banded collars, or turtle necks. The collar may be worn open or buttoned. Shirts must be tucked in at all times
 - c. Pants
 - d. Loafers, boots, or leather deck shoes
2. Female Personnel
 - a. Dresses
 - b. Skirts
 - c. Blouses or shirts

Denim attire including jeans for both male and female personnel is acceptable attire.