



WorkSource Registration & Code Oregon

Why do I need to register with WorkSource as part of Code Oregon?

WorkSource is sponsoring Code Oregon as an opportunity to participate in Treehouse as a skill development opportunity. Upon completion of an initial badge, you will have up to a 60 day trial period to try Treehouse. During the 60 day trial period, as a Code Oregon participant you must complete registration with WorkSource.

All Code Oregon Participants:

- When you go into a Center, let staff know you are part of Code Oregon.
- To complete the registration process, you will still need to go to your local WorkSource office and show proof of ID verifying you're 18 years old or older and an Oregon resident.
- Schedule time to Participate in additional WorkSource Services – including the National Career Readiness Certificate (NCRC).

In Multnomah or Washington Counties: you can start your registration with WorkSource by going to your local office or going online to www.worksourceportlandmetro.org

- To complete the registration process, you will still need to go to your local WorkSource office and show proof of ID verifying you're 18 years old or older and an Oregon resident.
- Make an appointment with a WorkSource Skills Team staff.
- Bring I-9 documentation to verify you're legal to work in the U.S. The following document outlines the type of IDs that are needed to fulfill this requirement. Please bring these documents with you.

If you are outside of the Portland Metro area go to:

<https://empportal.emp.state.or.us/wso/index.cfm?event=common.ehAuthentication.dspLogin> to register for WorkSource.

- To fully complete the registration process, you will still need to go to your local WorkSource office and show proof of ID verifying you're 18 years old or older and an Oregon resident.
- You will also need to make an appointment with a WorkSource Skills Team staff and present them with I-9 documentation to verify you're legal to work in the U.S. The following document outlines the type of IDs that are needed to fulfill this requirement. Please bring these documents with you.

What can I expect from WorkSource?

WorkSource services include Job Seeker resources including Resume and Interviewing and more. There are resources for Job Placement including access to job postings/listings. Additional supports may include access to supported hiring opportunities including On-the-job training, and internships.

For a complete list of legal to work (I-9 approved documents) go to:

<http://www.uscis.gov/i-9-central/acceptable- documents>



Lists of Acceptable Documents

All documents must be **UNEXPIRED**

Employees may present one selection from List A
or a combination of one selection from list B and one selection from List C

List A Documents that establish both identity and Employment Authorization	OR	List B Documents that establish identity	List C Documents that establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S Passport or U.S Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport and b. Form I-94 or Form I-94a that has the following: <ol style="list-style-type: none"> (1) The same name as the passport and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on this form 6. Passport from the Federated States of Micronesia(FSM) or the republic of the Marshall Islands(RMI) with Form I-94 or Form I-94a indicating nonimmigrant admission under the compact of free association between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's licence or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, d.o.b, gender, height, eye color and address 2. ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, d.o.b, gender, height, eye color and address 3. School ID card with a photograph 4. Voters registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. Us Coast Guard Merchant Mariner Card 8. Native American Tribal Document 9. Drivers license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal. 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security