NEWS RELEASE

NCDOL Launches New Process for Obtaining Youth Employment Certificates

RALEIGH—NCDOL today announces the rollout of a new process for obtaining youth employment certificates that aims to streamline the process and better ensure youths are working in safe jobs. After a soft launch in April, the new process takes effect today, May 3.

The NCDOL Wage and Hour Bureau administers youth employment certificates, which are required under the N.C. Wage and Hour Act. The certificates, commonly referred to as a work permit, are designed to alert parents, teens and employers of certain prohibited jobs and hour limits for workers under the age of 18.

“We changed the process for obtaining youth employment certificates to better ensure that our state’s young employees end up working in safe and acceptable jobs,” Labor Commissioner Josh Dobson said. “We understand this will be a big change for employers, but we are ready to assist any employer, parent or youth who have questions about the new process.”

Any questions about the new process should be directed to the Wage and Hour Bureau Call Center at 1-800-625-2267. To learn more about youth rules and regulation, please visit the NCDOL website.

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To start the process, visit labor.nc.gov and on the main page select “Apply for a Youth Employment Certificate.” There are five steps in the new process shown in the above flow chart. Each step generates an email that prompts the next step.

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