

# Mandatory Compliance Training

For NC Candidate, Party & Referendum Committee Treasurers

(This training is not for PACs or IE Committees\*)

(Training is required once every four years for all NC Treasurers including those under the \$1,000 threshold)

Persons that DO NOT register for training via on-line LMS will not receive credit for training!

## 2021 Mandatory In-Person and Webinar – State and Regional Training Schedule

County	Date	Time	Location
SBE/Raleigh	07/10	9:00 - 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	07/23	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	08/05	3:00 – 7:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Chatham	08/09	9:00 - 1:00	Chatham County Agriculture & Conference Ctr, 1192 US-64 Bus, Pittsboro, 27312
Halifax	08/13	1:00 – 5:00	Kirkwood Adams Comm Center, 1100 Hamilton Street, Roanoke Rapids, 27870
Moore	08/16	9:00 – 1:00	Moore County Board of Elections, 704 Pinehurst Avenue, Carthage, 28327
Cleveland	08/18	1:00 – 5:00	The LeGrand Center, 1800 E Marion Street, Shelby, 28152
Iredell	08/19	9:00 – 1:00	Iredell County Agricultural Resource Center, 444 Bristol Drive, Statesville, NC 28677
Mecklenburg	08/20	9:00 – 1:00	Mecklenburg County Board of Elections, 741 Kenilworth Ave, Suite 202, Charlotte, 28204
Caldwell	08/23	1:00 – 5:00	Caldwell County Board of Elections, 120 Hospital Ave, Lenoir, 28645
Wilkes	08/24	9:00 – 1:00	McGee Natural Resources Center, 928 Fairplains Road, North Wilkesboro, 28659
SBE/Raleigh	08/27	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Randolph	09/02	9:00 – 1:00	Randolph County Board of Elections, 1457 N Fayetteville Street, Asheboro, 27203
Wake	09/03	9:00 – 1:00	Wake County Board of Elections Operation Center, 1200 N New Hope Rd, Raleigh, 27610
SBE/Raleigh	09/09	3:00 – 7:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Jackson	09/15	9:00 – 1:00	Jackson County Board of Elections, 876 Skyland Drive, Suite 1, Sylva, 28779
Buncombe	09/16	9:00 – 1:00	Buncombe County Admin Building, 200 College Street, Asheville, 28801
Catawba	09/17	9:00 – 1:00	Catawba County Board of Elections, 145 Government Drive, Newton, 28658
Robeson	09/20	9:00 – 1:00	Robeson Emergency Operations Center, 38 Legend Road, Lumberton, 28358
Brunswick	09/23	1:00 – 5:00	Brunswick County David R. Sandifer Admin Building, 30 Gov Center Dr NE, Bolivia, 28422
Carteret	09/24	9:00 – 1:00	Crystal Coast Civic Center, 3505 Arendell Street, Morehead City, 28557
SBE/Raleigh	09/28	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Beaufort	09/29	1:00 – 5:00	Beaufort County Board of Elections, 1308 Highland Drive, Suite 104, Washington, 27889
Dare	09/30	9:00 – 1:00	Dare Cty Admin, Commissioner’s Meeting Rm, 954 Marshall C. Collins Dr, Manteo, 27954

**To register for a Mandatory Compliance Training session listed above or online training:**

Click on the following link <http://www.ncsbe.gov/Campaign-Finance/training>.

**Complete instructions for registering and accessing the training website are included on the next page.**

***Attendees arriving more than 15 minutes after the session begins may not receive credit & will need to re-schedule.***

*The SBE reserves the right to cancel any session due to low registration, weather, or other unforeseen reasons.*

*Only attendees that pre-register will be notified of any possible cancellation.*

**To register for a CF Remote Software Training:**

Email your request to [campaign.reporting@ncsbe.gov](mailto:campaign.reporting@ncsbe.gov) - someone will contact you to schedule a session.

## How to Register & Complete Mandatory Compliance Training (on-line & in-person)



1. To access the training registration, type this link: <https://ncgov.csod.com/> in your Internet browser address bar.
2. To create an account, click “**Register – Click here to create account**” link.
3. Complete all \*required fields to create your new account. **First/Last Name, Email Address, User ID, Category (Associated State Agency), Association (Elections) and Password (password requirements: upper & lowercase letters, alpha and numeric characters, must be 8-20 characters, cannot have leading or trailing spaces and cannot be the same as Username, User ID or email address).** Click **Login**
4. From the welcome page, search for training in the upper right corner. Enter the word “Campaign” and click the magnifying glass symbol.
5. You should see multiple training options in your list. Click on the training title of your preference (NCSBE Campaign Finance Mandatory Compliance Training), either the classroom or online session. The classroom session has a calendar symbol in red. The online session has a computer screen.
6. If a **classroom session** is selected, you will be taken to the next screen to **REQUEST** the session you would like to attend. The system may not immediately provide you with a listing of session dates to select from. If this happens, **log-out** and **wait (24-72 hours) to log-in**, the dates should then appear.
7. You will be prompted to complete a short form for reporting purposes. **Full Name, Phone Number, Address, and Email Address** are **required fields**. All other fields should be completed **if they apply**. Click on **SUBMIT**.

NCSBE - NC State Board of Elections Details	
Full Name:	
Email:	
Phone Number:	
Address:	
NCSBE - First Committee Candidate Name:	
NCSBE - First County Name:	
NCSBE - Second Committee Candidate Name:	
NCSBE - Second County Name:	
NCSBE - Third Committee Candidate Name:	
NCSBE - Third County Name:	

8. If **online training** is selected, you will be taken to the next screen, select **REQUEST**.
  - Select **REGISTER**. (The system will process your registration.)
  - Select **LAUNCH**. The course will proceed to load in a new window.
  - **There is currently no audio for the on-line training.**

### Online Course Troubleshooting Notes:

- Ensure all slides are viewed and the last slide plays out automatically.
  - If you experience problems with the course launching, please ensure your browser pop-up blocker is turned off for this site.
9. If you need to return to the course or after you have completed the course (either on-line or in-person) you will use the user ID & password that you created to log back in to view and print your certificate from the transcript page.