

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 on-line via NC Learning Center will not receive credit for training!

2023 Mandatory In-Person and Webinar – State and Regional Training Schedule

County	Date	Time	Location
SBE/Raleigh	07/18	9:00 – 1:00	State Board of Elections – 430 North Salisbury Street, Raleigh
SBE/Raleigh	08/08	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Mecklenburg	08/16	9:00 – 1:00	Mecklenburg County Board of Elections – 741 Kenilworth Ave. Suite 202, Charlotte
Moore	08/18	9:00 – 1:00	Moore County Board of Elections – 700 Pinehurst Ave., Carthage
Chatham	08/21	9:00 – 1:00	Chatham County Agriculture & Conference Center – 1192 US Hwy 64 W Bus, Pittsboro
SBE/Raleigh	08/22	9:00 – 1:00	State Board of Elections – 430 North Salisbury Street, Raleigh
Surry	08/24	1:00 – 5:00	Surry County Board of Elections – 915 E. Atkins Street, Dobson
Caldwell	08/25	9:00 – 1:00	Caldwell County Board of Elections – 120 Hospital Ave., Lenoir
Jackson	08/28	9:00 – 1:00	Jackson County Board of Elections – 876 Skyland Drive, Sylva
Buncombe	08/29	9:00 – 1:00	East Asheville Library – 3 Avon Road, Asheville
Pasquotank	09/06	1:00 – 5:00	Red Cross Auditorium – 1409 Parkview Drive, Elizabeth City
Pitt	09/07	9:00 – 1:00	Pitt County Government Office (James Auditorium) – 1717 West Fifth Street, Greenville
Brunswick	09/11	1:00 – 5:00	David Sandifer Administration Building – 30 Government Center Drive NE, Bolivia
New Hanover	09/12	9:00 – 1:00	Northeast Library Paynter Room – 1241 Military Cutoff Road, Wilmington
SBE/Raleigh	09/13	1:00 – 5:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Granville	09/14	9:00 – 1:00	Granville County Public Library – Richard H. Thornton Library, 210 Main Street, Oxford
SBE/Raleigh	09/18	9:00 – 1:00	State Board of Elections – 430 North Salisbury Street, Raleigh
Forsyth	09/19	1:00 – 5:00	Forsyth County Board of Elections – 201 N. Chestnut Street, Winston Salem
Beaufort	09/21	1:00 – 5:00	Beaufort County Board of Elections – 1308 Highland Drive, Suite 104, Washington
Gaston	09/25	1:00 – 5:00	Gaston County Board of Elections – 410 W. Franklin Street Blvd., Suite 50, Gastonia
Catawba	09/26	9:00 – 1:00	Catawba County Board of Elections – 145 Government Drive, Newton
Scotland	09/28	1:00 – 5:00	Scotland County Annex Building – 231 E. Cronly Street, Laurinburg

*Information for training for Political Action Committees (PACs) is available via the following link

<http://www.ncsbe.gov/Campaign-Finance/training>

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 Campaign Finance Software Training:

Follow the instructions above to register for Campaign Finance Software Training or email your request to helprequest.SBOE@ncsbe.gov and someone will contact you to assist with scheduling a session.

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

New account users must wait 24–72 hours after creating a user LMS account before all training opportunities will be available for registration. This is a system constraint with no exception.

- To access the training registration, type this link: <https://ncgov.csod.com/> in your Internet browser address bar.
- To create an account, click “**Register – Click here to create account**” link. If you already have an account and need assistance to re-activate your account or reset your password, contact the State Board.
- Complete all *required fields to create your new account. **First/Last Name, Email Address, Phone, User ID, EE Code (CF-Elections), 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**
- From the welcome page, search for training in the upper right corner. Enter the word “Campaign” and click the magnifying glass symbol.
- 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.
- 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.
- 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**.
- 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.

- 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.

North Carolina Learning Center

User ID:
Password:
[Forgot Username?](#)
[Forgot Password? click here](#)
[Register - Click here to create account](#)

* First Name:
* Last Name:
* Email Address:
* Phone:
* User ID:
EE Code (Enter code if provided one)
* Category:
* Association: Select a EE-Reg-Category

* Passwords must contain both upper and lower case letters.
* Passwords must contain alpha and numeric characters.
* Passwords must be 8 - 20 characters.
* Passwords cannot have leading or trailing spaces.
* Passwords cannot be the same as the Username, User ID, or email address.

* New password
* Confirm password

Already a user? [Login here](#)
Return to Browsing? [Click here](#)

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:	
NCBOE - Second County Name:	
NCSBE - Third Committee Candidate Name:	
NCSBE - Third County Name:	

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.

For assistance email helprequest.SBOE@ncsbe.gov or visit website at: <http://www.ncsbe.gov/Campaign-Finance>

