Mandatory Compliance Training
For North Carolina Candidate Committee Treasurers
(This training is not for Party, Political Action Committee (PAC), or Referendum Committees.) *
(Training is required once every four years for all NC Treasurers including those under the $1,000 threshold)
People that DO NOT register for training using the NC Learning Center website will not receive credit for training!

2025 Mandatory In-Person and Webinar – State and Regional Training Schedule

County	Date	Time	Location
SBE/Raleigh	07/08	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
SBE/Raleigh	07/17	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Wake	08/05	9:00 – 1:00	Wake County Board of Elections – 1200 N New Hope Road, Raleigh
Cumberland	08/06	1:00 – 5:00	Cumberland County Emergency Services – 500 Executive Place, Fayetteville
Mecklenburg	08/07	9:00 – 1:00	Mecklenburg County Board of Elections – 741 Kenilworth Street, Charlotte
SBE/Raleigh	08/08	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Burke	08/11	1:00 – 5:00	Foothills Higher Education Center – 2128 S Sterling Street, Morganton
Forsyth	08/12	1:00 – 5:00	Forsyth Government Center – 201 N Chestnut Street, Winston Salem
SBE/Raleigh	08/13	1:00 – 5:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Beaufort	08/14	1:00 – 5:00	Beaufort County Board of Elections – 1308 Highland Drive, Suite 104, Washington
Brunswick	09/03	1:00 – 5:00	Sandifer Administration Building – 30 Government Center Drive NE, Bolivia
New Hanover	09/04	9:00 – 1:00	New Hanover County Board of Elections – 226 Government Center Drive, Wilmington
Edgecombe	09/08	9:00 – 1:00	Carmon Auditorium – 201 St Andrew Street, Tarboro
Union	09/09	1:00 – 5:00	Union County Public Library – Griffin Room – 316 E Windsor Street, Monroe
SBE/Raleigh	09/10	1:00 – 5:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Randolph	09/12	9:00 – 1:00	Randolph County Board of Elections – 1457 N Fayetteville Street, Asheboro
Jackson	09/17	9:00 – 1:00	Jackson County Board of Elections – 876 Skyland Drive, Suite 1, Sylva
Buncombe	09/18	9:00 – 1:00	East Asheville Public Library – 3 Avon Road, Asheville
SBE/Raleigh	09/23	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Dare	09/24	1:00 – 5:00	Dare County Board of Commissioners Meeting Rm – 954 Marshall C Collins Drive, Manteo
Currituck	09/25	9:00 – 1:00	Currituck County Public Safety Center – 125 College Way, Barco

*Information about training for Party, Political Action Committees (PAC) and Referendum Committees 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.
<u>Only attendees that pre-register will be notified of any possible cancellation.</u>

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.

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 – <u>Click here</u> to create account**" link. <u>If you already have an account and need assistance to re-activate your account or reset your password, contact the State Board.</u>

3. 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**

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 on the list. Click on the training title of your preference (NCSBE Candidate Committee Mandatory Campaign Finance Compliance Training) or Mandatory Compliance Training (Candidate, Party, Referendum or Legal Expense Fund Committee. These sessions are either in-person, live webinars or online modules. The classroom/ webinar session has a calendar symbol in red. The online module has a blue computer screen.

6. If a **classroom/webinar 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 may be prompted to complete a short form for reporting purposes. Full Name, Phone Number, Address, and Email Address are **<u>required fields</u>**. All other fields should be completed <u>if they apply</u>. Click on **SUBMIT**.

8. If the **online module** 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.

9. If you need to log back into the NC Learning Center to register or after you have completed the course

(either on-line or in-person) you will use the user ID & password that you created. From your transcript page you can view and print your certificate.

Online Module 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

NORTH CAROLINA STATE BOARD OF ELECTIONS