

# 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)

Persons that DO NOT register for training using the NC Learning Center website will not receive credit for training!

### 2024 Mandatory In-Person and Webinar – State and Regional Training Schedule

County	Date	Time	Location
Randolph	01/03	9:00 – 1:00	Randolph County Board of Elections – 1457 N Fayetteville Street, Asheboro
SBE/Raleigh	01/04	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Jackson	01/08	9:00 – 1:00	Jackson County Board of Elections – 876 Skyland Drive, Sylva
Buncombe	01/09	9:00 – 1:00	East Asheville Library – 3 Avon Road, Asheville
Forsyth	01/17	1:00 – 5:00	Forsyth County Board of Elections – 201 N Chestnut Street, Winston Salem
Stanly	01/18	9:00 – 1:00	Stanly County Commons, Gene McIntyre Meeting Room – 1000 N First Street, Albemarle
SBE/Raleigh	01/23	9:00 – 1:00	State Board of Elections – 430 North Salisbury Street, Raleigh
Burke	01/25	1:00 – 5:00	Foothills Higher Education Center – 2128 S Sterling Street, Morganton
Mecklenburg	01/26	9:00 – 1:00	Mecklenburg County Board of Elections – 741 Kenilworth Street, Charlotte
SBE/Raleigh	01/30	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Scotland	02/08	1:00 – 5:00	Scotland County Annex – 231 E Cronly Street, Laurinburg
SBE/Raleigh	02/09	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Craven	02/12	9:00 – 1:00	Craven County Board of Elections – 406 Craven Street, New Bern
Warren	02/13	9:00 – 1:00	Warren County Armory Civic Center – 501 US Hwy 158 Bus E, Warrenton
Columbus	02/15	1:00 – 5:00	Columbus County Board of Elections – 2586 James B White Hwy N, Building B, Whiteville
New Hanover	02/16	12:00 – 4:00	New Hanover County Library Main Branch – 201 Chestnut Street, Wilmington
SBE/Raleigh	02/20	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Beaufort	02/21	1:00 – 5:00	Beaufort County Board of Elections – 1308 Highland Drive, Suite 104, Washington
Dare	02/22	9:00 – 1:00	Dare County Board of Commissioners Meeting Rm – 954 Marshall C Collins Drive, Manteo
Surry	02/26	1:00 – 5:00	Surry County Administration Historic Courthouse – 114 W Atkins Street, Dobson
SBE/Raleigh	02/27	9:00 – 1:00	State Board of Elections – 430 North Salisbury Street, Raleigh
Halifax	02/29	9:00 – 1:00	Kirkwood Adams Community Center – 1100 Hamilton Street, Roanoke Rapids

\*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.*

*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](mailto: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 on the list. Click on the training title of your preference (Mandatory Campaign Finance Compliance Training), either the classroom/webinar or online module. The classroom/webinar session has a calendar symbol in red. The online module has a blue computer screen.
- 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.
- 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 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.

- 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.

North Carolina Learning Center

User ID:  Password:  Enter

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:	<input type="text"/>
Email:	<input type="text"/>
Phone Number:	<input type="text"/>
Address:	<input type="text"/>
NCSBE - First Committee Candidate Name:	<input type="text"/>
NCSBE - First County Name:	<input type="text"/>
NCSBE - Second Committee Candidate Name:	<input type="text"/>
NCSBE - Second County Name:	<input type="text"/>
NCSBE - Third Committee Candidate Name:	<input type="text"/>
NCSBE - Third County Name:	<input type="text"/>

### 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](mailto:helprequest.SBOE@ncsbe.gov) or visit website at: <http://www.ncsbe.gov/Campaign-Finance>