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!

2026 Mandatory In-Person and Webinar – State and Regional Training Schedule

County	Date	Time	Location
Chatham	01/06	9:00 – 1:00	Chatham County Board of Elections – 964 East Street, Suite 101, Pittsboro
SBE/Raleigh	01/07	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Catawba	01/08	1:00 – 5:00	Catawba County Board of Elections – 145 Government Drive, Newton
Mecklenburg	01/09	9:00 – 1:00	Mecklenburg County Board of Elections – 741 Kenilworth Street, Charlotte
Forsyth	01/13	1:00 – 5:00	Forsyth County Board of Elections – 201 N Chestnut Street, Winston Salem
Surry	01/14	9:00 – 1:00	Surry County Board of Elections – 915 E Atkins Street, Dobson
SBE/Raleigh	01/20	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Graham	01/29	9:00 – 1:00	Graham County Board of Elections – 196 Knight Street, Suite A, Robbinsville
Buncombe	01/30	9:00 – 1:00	East Asheville Public Library – 3 Avon Road, Asheville
SBE/Raleigh	02/03	9:00 – 1:00	State Board of Elections (Dobbs Building – Third Floor) – 430 N Salisbury Street, Raleigh
Scotland	02/05	1:00 – 5:00	Scotland County Annex Building – 231 E Cronly Street, Laurinburg
Columbus	02/06	9:00 – 1:00	Columbus County Board of Elections – 2586 James B White Hwy N, Whiteville
SBE/Raleigh	02/10	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)
Pitt	02/19	1:00 – 5:00	Pitt County Cultural Arts & Recreation Comm Center – 415 Government Cir, Greenville
Beaufort	02/20	9:00 – 1:00	Beaufort County Board of Elections – 1308 Highland Drive, Suite 104, Washington
SBE/Raleigh	02/26	9:00 – 1:00	State Board of Elections – this session will be conducted via webinar (Microsoft Teams)

*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 reschedule.
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>

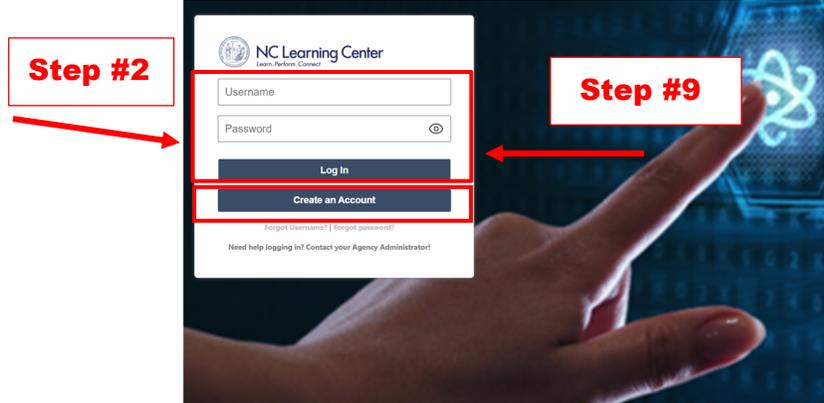## To register for a Campaign Finance Software Training:

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)

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 "**Create an Account**" link. If you already have an account and need assistance to re-activate your account or reset your password, contact the State Board.

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 10-20 characters, cannot have leading or trailing spaces and cannot be the same as Username, User ID, or email address). Click **Submit**

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 see a list of sessions available and **VIEW DETAILS and 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 **required fields**. All other fields should be completed if they apply. 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.

Step #2

Step #9

* First Name:
* Last Name:
* Email Address:
* Phone:
* User ID:
EE Code (Enter code if provided one)
* Category: Select
* 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 10 - 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**

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

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