

# 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)

## 2019 Mandatory In-Person – State and Regional Training Schedule

County	Date	Time	Location
State/Raleigh	06/05	9:00 - 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
Guilford	06/11	9:00 - 1:00	BB&T Building McAdoo Conference Room. – 201 W. Market St., Greensboro
State/Raleigh	06/25	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	07/02	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
Cumberland	07/17	1:00 - 5:00	E. Newton Smith Building – 227 Fountainhead Lane, Conference Room, Fayetteville
Craven	07/22	9:00 – 1:00	Board of Elections One-Stop/Training Room 406 Craven Street, New Bern
Carteret	07/26	9:00 – 1:00	Carteret County Board of Elections, 1702 Live Oak St., Beaufort
Wake	07/25	9:00 – 1:00	Waverly F. Akins Building, 337 S. Salisbury St., Raleigh
Forsyth	08/01	9:00 – 1:00	Forsyth County Government Center, 201 N. Chestnut St. - 4th Floor Rm A, Winston Salem
Buncombe	08/02	9:00 – 1:00	Buncombe Election Services (Board Room) 77 McDowell Street, Asheville
Union	08/08	9:00 – 1:00	Union Co. Agricultural Center – 3230 D. Presson Rd., Monroe
Mecklenburg	08/14	9:00 – 1:00	Mecklenburg Co. Board of Elections - 741 Kenilworth Ave., Suite 202, Charlotte
Moore	08/14	9:00 – 1:00	Moore County BOE Training Building - 704 Pinehurst Ave., Carthage
Gaston	08/15	9:00 – 1:00	Board of Elections office – 410 W. Franklin Blvd., Suite 30, Gastonia
Catawba	08/22	9:00 – 1:00	Catawba County Main Library in Newton – 115 West C Street, Newton
Caldwell	08/23	9:00 – 1:00	Caldwell County Library - 120 Hospital Ave., Lenoir
Bertie	08/26	9:00 – 1:00	Martin Community College-Bertie Campus, 409 West Granville St., Room #24, Windsor
Edgecombe	08/27	9:00 – 1:00	Edgecombe County Administrative Building/Auditorium 201 St Andrew St., Tarboro
State/Raleigh	08/27	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
Brunswick	08/29	9:00 - 1:00	Cooperative Extension Training Room, 25 Referendum Drive, Building N, Bolivia
State/Raleigh	09/11	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	09/24	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	10/10	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	10/22	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	11/13	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh
State/Raleigh	12/11	9:00 – 1:00	State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh

**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. The following are helpful tips to remember when attempting to register or complete the training.**

The system may not immediately provide you with a listing of session dates to select from. If this happens, log-out and wait until the next day to log-in, the dates should appear. Some users experience an issue with launching the online training in the Google Chrome browser. If you experience this issue, log out of the training website and use another internet browser to access the training. This online course currently does NOT contain audio.

*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 Software Training in Raleigh or via phone:


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

**\*PAC's and IE Committees should visit [www.ncsbe.gov/Campaign-Finance/training](http://www.ncsbe.gov/Campaign-Finance/training) for their specialized schedule.**



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



- 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.
- Complete all **\*required fields** to create your new account. **First/Last Name, Email Address, User ID and Password** are **required fields**. Click **Login (Recommended User ID is first initial followed by last name)**  
(Password requirements: 8-20 characters, upper & lower case, alpha & numeric).
- Click on the **VOTE** icon for your training: 
- If you are unable to locate the **VOTE** icon indicated above, Search for the course by training title or keyword(s). Type ‘**Elect**’.
- Click on the training title of your preference, **classroom** or **online**.
- If a **classroom session** is selected, you will be taken to the next screen to **REQUEST** the session you would like to attend. **Troubleshooting:** The system may not immediately provide you with a listing of session dates to select from. If this happens, **log-out** and **wait until the next day 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**.

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:	

- 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 no audio for the on-line training and you will periodically be required to **test your knowledge**.

**Online Course Troubleshooting Notes:**

- Do Not use Google Chrome as your web browser - Internet Explorer or Firefox will work for most users.
  - 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. You may also get prompted to update or enable Adobe Flash Player, which is required.
10. 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.

For additional assistance please email [campaign.reporting@ncsbe.gov](mailto:campaign.reporting@ncsbe.gov) or visit website at:  
<http://www.ncsbe.gov/Campaign-Finance>

**Persons that do not register for training via this on-line LMS will not receive credit for training!**