

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)

2020 Mandatory In-Person – State and Regional Training Schedule

Due to Covid-19, all in-person treasurer training sessions are being conducted via on-line webinars.

County	Date	Time	Location
SBE/Raleigh	06/11	9:00 - 1:00	State Board of Elections – this session will be conducted via webinar
SBE/Raleigh	06/23	9:00 - 1:00	State Board of Elections – this session will be conducted via webinar
SBE/Raleigh	07/09	9:00 - 1:00	State Board of Elections – this session will be conducted via webinar
SBE/Raleigh	07/24	9:00 - 1:00	State Board of Elections – this session will be conducted via webinar
SBE/Raleigh	08/06	9:00 – 1:00	State Board of Elections – TBD
SBE/Raleigh	08/18	9:00 – 1:00	State Board of Elections – TBD
SBE/Raleigh	09/03	9:00 - 1:00	State Board of Elections – TBD
SBE/Raleigh	09/17	9:00 – 1:00	State Board of Elections – TBD
SBE/Raleigh	10/06	9:00 – 1:00	State Board of Elections – TBD
SBE/Raleigh	10/22	9:00 – 1:00	State Board of Elections – TBD
SBE/Raleigh	11/12	9:00 – 1:00	State Board of Elections – TBD
SBE/Raleigh	12/10	9:00 – 1:00	State Board of Elections – TBD

To register for a Mandatory Compliance Training session listed above or online training:

Visit the Training page of the State Board of Elections website. <http://www.ncsbe.gov/Campaign-Finance/training>.

Complete instructions for registering and accessing the training website are included on that page.

Helpful tips to remember when attempting to register or complete the in-person 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.

You will be sent information via email about how to setup for the webinar after registering.

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.

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

Helpful tips to remember when attempting to register or complete the online training.

All sections must be viewed to receive credit.

Problems with the course launching? You may need to temporarily allow pop-up windows from this site.

The online course currently does NOT contain audio.

To register for a Software Training via phone:

Email your request to campaign.reporting@ncsbe.gov - someone will contact you to schedule a session.

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 ‘**Mandatory**’.
- 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 currently no audio for the on-line training.
- 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.
- 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 email campaign.reporting@ncsbe.gov or visit website at: <http://www.ncsbe.gov/Campaign-Finance>

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