**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**

<table>
<thead>
<tr>
<th>County</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burke</td>
<td>01/06</td>
<td>9:00 – 1:00</td>
<td>Burke County Board of Elections - 2128 S. Sterling St., Morganton, NC</td>
</tr>
<tr>
<td>Buncombe</td>
<td>01/07</td>
<td>9:00 – 1:00</td>
<td>Buncombe County Board of Elections - 77 McDowell Street, Asheville, NC</td>
</tr>
<tr>
<td>Clay</td>
<td>01/08</td>
<td>9:00 – 1:00</td>
<td>Clay County DSS Building - 119 Courthouse Drive, Hayesville, NC 28904</td>
</tr>
<tr>
<td>Jackson</td>
<td>01/09</td>
<td>9:00 – 1:00</td>
<td>Jackson County Board of Elections - 876 Skyland Drive, Sylva, NC, 28779</td>
</tr>
<tr>
<td>Mecklenburg</td>
<td>01/13</td>
<td>9:00 – 1:00</td>
<td>Mecklenburg County Board of Elections 741 Kenilworth Drive, Charlotte, NC</td>
</tr>
<tr>
<td>Gaston</td>
<td>01/14</td>
<td>9:00 – 1:00</td>
<td>Gaston County Board of Elections – 410 W. Franklin Blvd, Ste. 50, Gastonia, NC</td>
</tr>
<tr>
<td>Alamance</td>
<td>01/15</td>
<td>9:00 – 1:00</td>
<td>Mebane Arts Center – 622 Corregidor St., Mebane, NC</td>
</tr>
<tr>
<td>Wilkes</td>
<td>01/21</td>
<td>9:00 – 1:00</td>
<td>TBD</td>
</tr>
<tr>
<td>Davie</td>
<td>01/22</td>
<td>9:00 – 1:00</td>
<td>Davie County Public Library - 371 N. Main St., Mocksville, NC</td>
</tr>
<tr>
<td>Randolph</td>
<td>01/23</td>
<td>9:00 – 1:00</td>
<td>Randolph County Board of Elections – 1457 N. Fayetteville St., Asheboro, NC</td>
</tr>
<tr>
<td>SBE/Raleigh</td>
<td>01/28</td>
<td>9:00 – 1:00</td>
<td>State Board of Elections – Dobbs Building. 430 N Salisbury St, Training Room #3220, Raleigh</td>
</tr>
<tr>
<td>Cabarrus</td>
<td>02/05</td>
<td>9:00 – 1:00</td>
<td>Cabarrus County Board of Elections – 369 Church St. N., Concord, NC</td>
</tr>
</tbody>
</table>

Click on the following link [http://www.ncsbe.gov/Campaign-Finance/training](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 Mandatory Compliance Training session listed above or online training:**

Email your request to campaign.reporting@ncsbe.gov - one of our trainers will contact you to schedule a session.

**To register for a Software Training in Raleigh or via phone:**

Email your request to 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.**

---

**NORTH CAROLINA**

**STATE BOARD OF ELECTIONS**

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

1. To access the training registration, type this link: [https://ncgov.csod.com/](https://ncgov.csod.com/) in your Internet browser address bar.
2. To create an account, click “Register – [Click here to create account](https://ncgov.csod.com/)” link.
3. 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).
4. Click on the VOTE icon for your training:
5. If you are unable to locate the VOTE icon indicated above, Search for the course by training title or keyword(s). Type ‘Elect’.
6. Click on the training title of your preference, **classroom** or **online**.
7. 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.
8. 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**.
9. 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 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!