

**NC CODE OFFICIALS QUALIFICATION BOARD
CONTINUING EDUCATION INSTRUCTIONS**

All continuing education forms are available on-line at www.ncdoi.com.

To receive approval to conduct continuing education for code enforcement officials, you must submit the following forms to the Board's staff at 1202 Mail Service Center, Raleigh, NC 27699-1202 or by fax at 919-662-4414.

1. CE Course Sponsor Application
2. CE Course Application
3. CE Course Instructor Application
4. CE Course Outline

Once the continuing education has been conducted, the course sponsor is required to submit the following forms to the Board's staff at 1202 Mail Service Center, Raleigh, NC 27699-1202 or by fax at 919-662-4414.

1. CE Course Evaluation
2. Course Roster

Upon completion of the course, the course sponsor is required to issue the **Certificate of Completion** form. This form is the attendee's record. The course sponsor and attendee are required to maintain documentation of continuing education for three years.

At this time, the Board's staff is maintaining records in a manual format. In the near future, these forms will be required in an electronic version. As our computer programming nears completion, we will advise each approved course sponsor and instructor of this change in the transmission of course credit.

Please take your time and exercise patience in completing and submitting the applications for approval. Incomplete applications or applications with errors will be returned for re-submittal which will delay approval.