

You MUST Use Google Chrome or Microsoft Edge Browser
DO NOT ATTEMPT TO DO THIS ON YOUR PHONE/TABLET

PORTAL USER INSTRUCTIONS

Requesting Initial CCH Instructor Certification

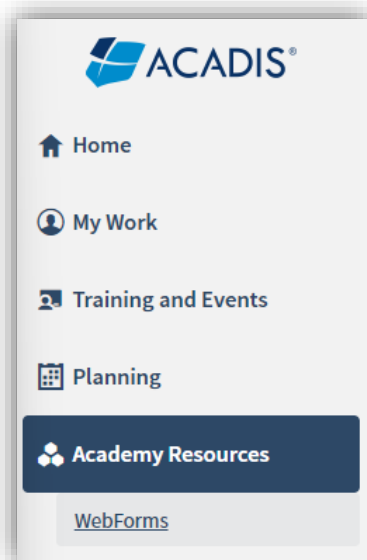
Start by logging into the [North Carolina Justice Training & Certification Portal](#).

If you have ever been previously certified in NC as a CCH Instructor or Law Enforcement Officer, but have never accessed your Portal account, please email rhenderson@ncdoj.gov and include your full name, date of birth, and current email address. Please mention in the email that you are CCH Instructor and are trying to gain access to the Portal. **DO NOT CREATE A NEW ACCOUNT IN THE PORTAL.**

If you have never been certified as a CCH Instructor or Law Enforcement Officer in NC and don't have an account, you will need to click on the WebForms link in the lower right corner and follow the **New User Account** instructions first.




Once you've logged in, navigate to **Academy Resources**, then **Find & Complete a WebForm**.

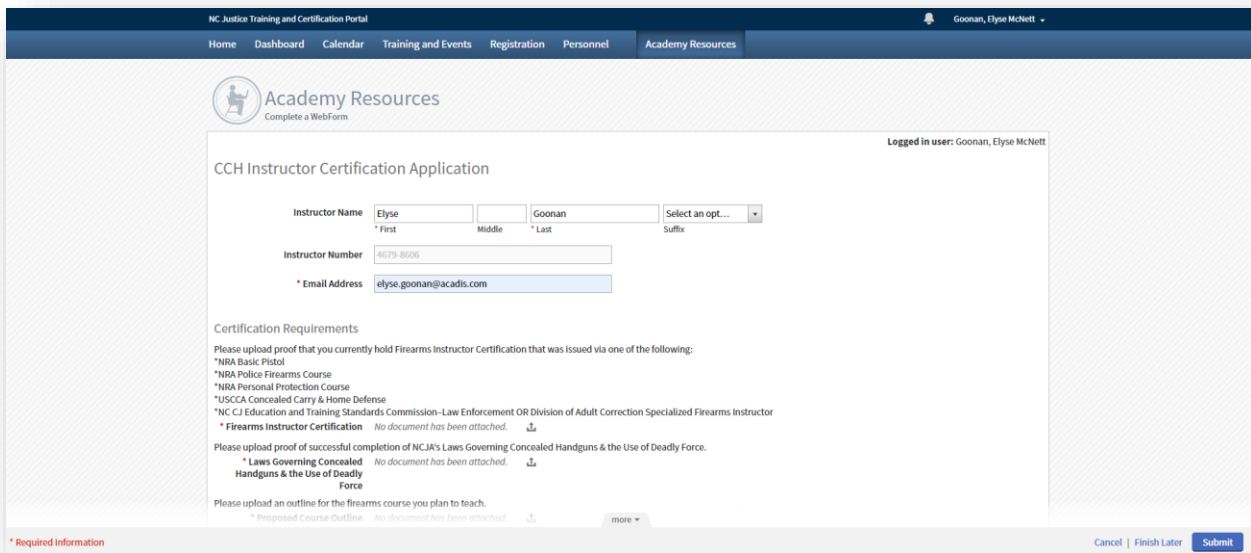


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Select **CCH Instructor Certification Initial Application** from the list.

WebForm ▲	Description
CCH Certificate Request Form – For CCH Instructor Use Only	Concealed Carry Handgun Instructors use this form to purchase blank CCH Certificates.
CCH Instructor Certification Initial Application	Prospective Concealed Carry Handgun Instructors use this form to request initial certification issuance.
CCH Instructor Certification Renewal Request	Current Concealed Carry Handgun Instructors use this form to request certification renewal.




Complete the WebForm, being careful to upload the correct documentation by clicking on the  link for each required item. Please note that your Instructor Number will auto-populate as shown below.



The screenshot shows the 'CCH Instructor Certification Application' web form. At the top, there is a navigation bar with 'Academy Resources' selected. The user is logged in as 'Goonan, Elyse McNett'. The form fields are as follows:

- Instructor Name:** First name 'Elyse', Middle name 'Goonan', Last name 'McNett', and a dropdown for 'Suffix'.
- Instructor Number:** 4679-0606
- Email Address:** elyse.goonan@acadis.com

Certification Requirements:

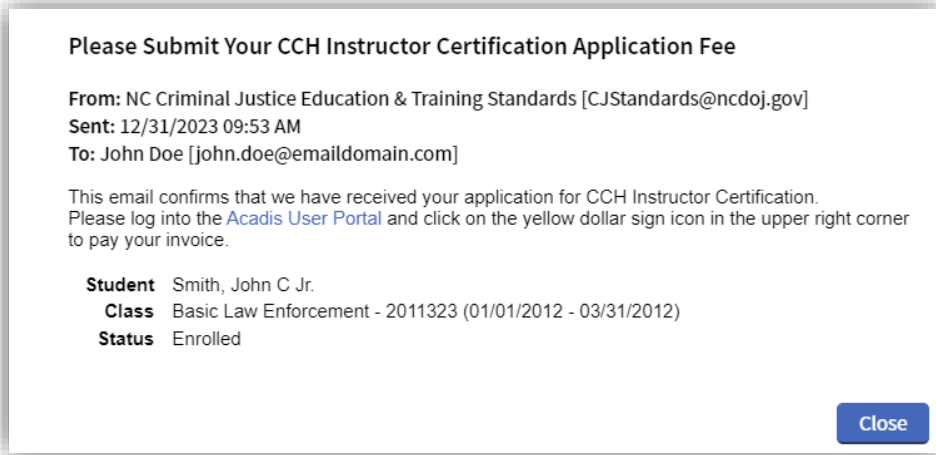
- Please upload proof that you currently hold Firearms Instructor Certification that was issued via one of the following:
 - *NRA Basic Pistol
 - *NRA Police Firearms Course
 - *NRA Personal Protection Course
 - *USCCA Concealed Carry & Home Defense
 - *NC C.J Education and Training Standards Commission–Law Enforcement OR Division of Adult Correction Specialized Firearms Instructor
 - *Firearms Instructor Certification *No document has been attached.* 
- Please upload proof of successful completion of NCJA's Laws Governing Concealed Handguns & the Use of Deadly Force.
 - *Laws Governing Concealed Handguns & the Use of Deadly Force *No document has been attached.* 
- Please upload an outline for the firearms course you plan to teach.
 - *Proposed Course Outline *No document has been attached.* 

At the bottom, there is a 'Required Information' section with 'Cancel', 'Finish Later', and 'Submit' buttons.

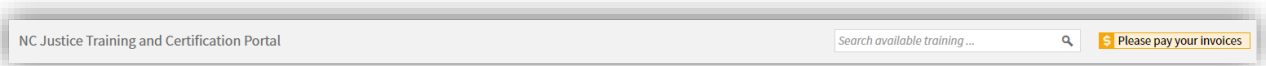
The next step is to watch your email. Once we have reviewed your application, we'll either reach out with questions or send you an email to let you know that you're ready to move on to the next step, which is logging into the [North Carolina Justice Training & Certification Portal](#) to pay your application fee.

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Below is an example of the email:



In your portal account you see a yellow “Please pay your invoices” link:



Click on the link to make the payment.

Once payment has been received and recorded, you will receive another email confirming the certification has been issued:

