

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

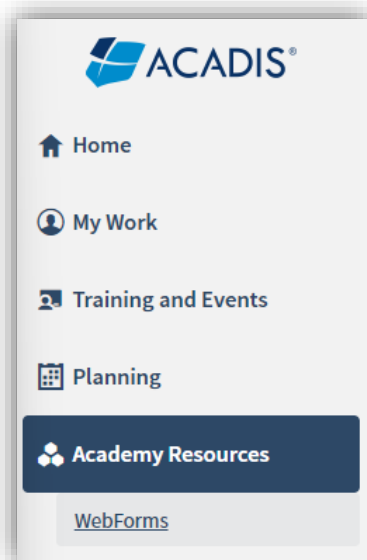
Start by logging into the [North Carolina Justice Training & Certification Portal](#).

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 [CJAcadisHelp@ncdoj.gov](mailto:CJAcadisHelp@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**.

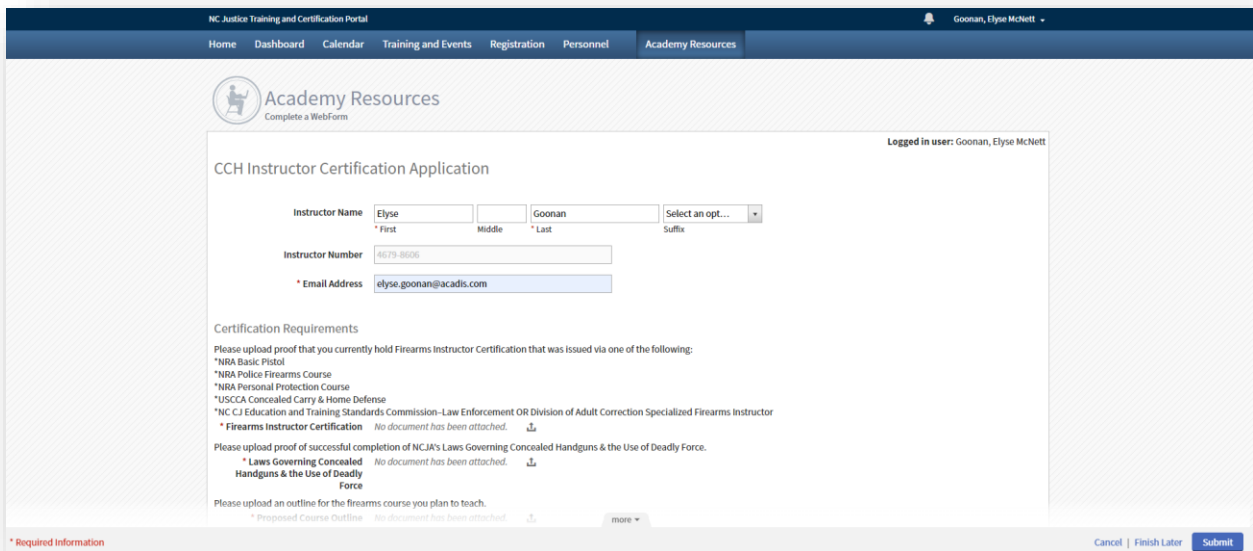


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Select **CCH Instructor Certification Initial Application** from the list.

WebForm ▲	Description
<a href="#">CCH Certificate Request Form – For CCH Instructor Use Only</a>	Concealed Carry Handgun Instructors use this form to purchase blank CCH Certificates.
<a href="#">CCH Instructor Certification Initial Application</a>	Prospective Concealed Carry Handgun Instructors use this form to request initial certification issuance.
<a href="#">CCH Instructor Certification Renewal Request</a>	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.

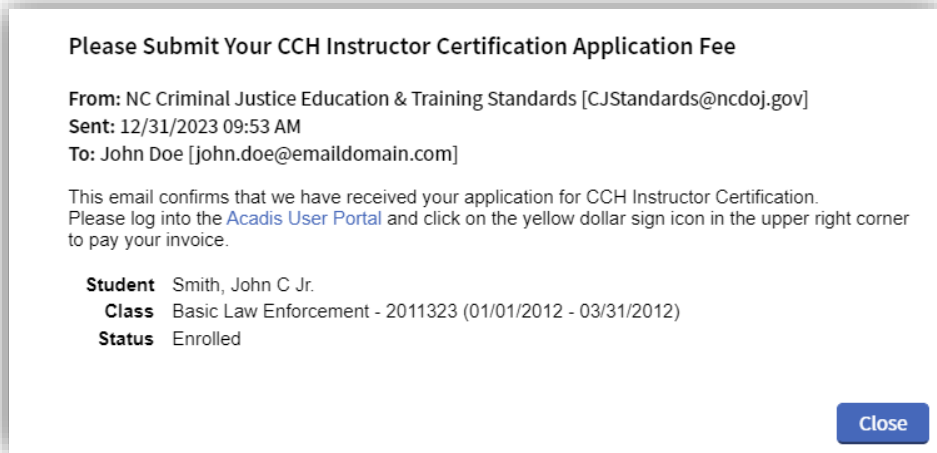


The screenshot shows the 'CCH Instructor Certification Application' web form. At the top, there is a navigation bar with 'Academy Resources' selected. The user is logged in as 'Goonan, Elyse McNett'. The form fields are: 'Instructor Name' (First: Elyse, Middle: Goonan, Last: Select an opt..., Suffix: dropdown), 'Instructor Number' (4679-0606), and 'Email Address' (elyse.goonan@acadis.com). Below the form, there are sections for 'Certification Requirements' with instructions to upload proof of firearms instructor certification and laws governing concealed handguns. At the bottom, there are 'Cancel', 'Finish Later', and 'Submit' buttons.

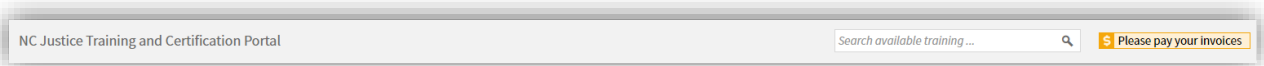
The next step is to watch your email. Once we have reviewed your application, we'll either reach out with questions or send you an email to let you know that you're ready to move on to the next step, which is logging into the [North Carolina Justice Training & Certification Portal](#) to pay your application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

