

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

## PORTAL USER INSTRUCTIONS

### Purchasing CCH Certificates

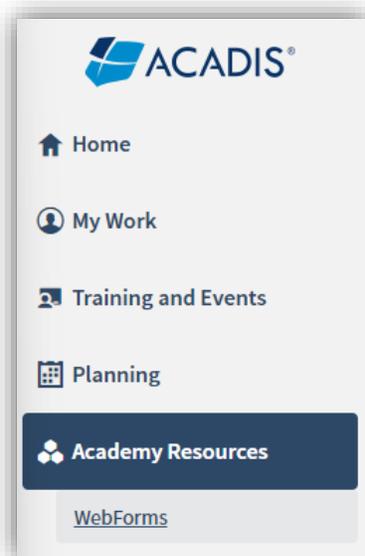
Start by logging into the [North Carolina Justice Training & Certification Portal](#).

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](mailto: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**.

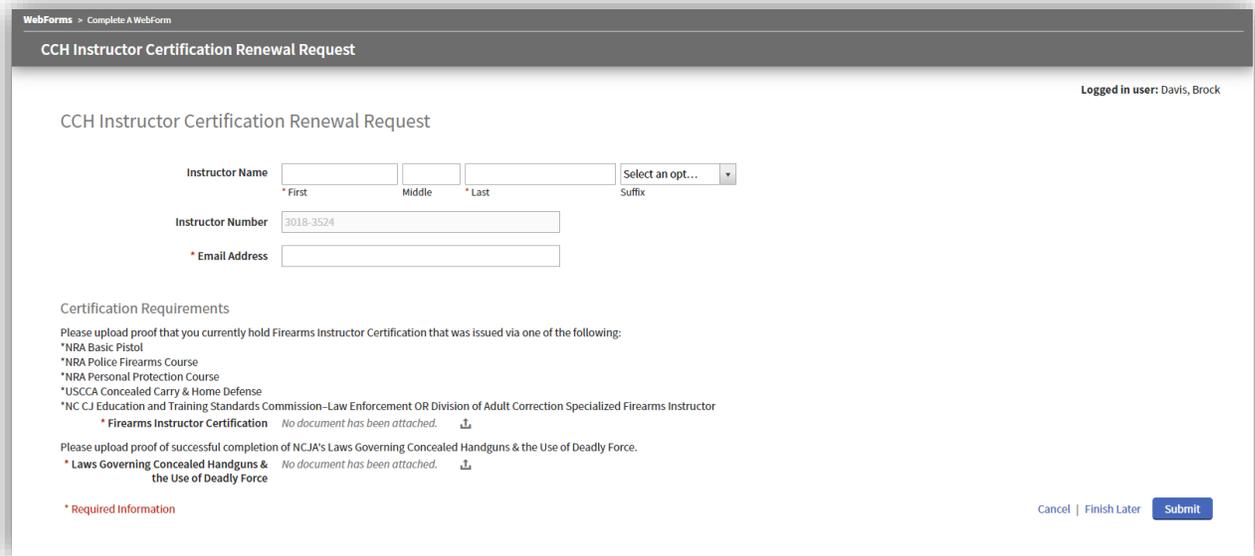


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Select **CCH Certificate Request Form – For CCH Instructor Use Only** from the list.

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.



WebForms > Complete A WebForm

**CCH Instructor Certification Renewal Request**

Logged in user: Davis, Brock

CCH Instructor Certification Renewal Request

Instructor Name     Select an opt...  
\* First Middle \* Last Suffix

Instructor Number

\* Email Address

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 CJ 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.* 

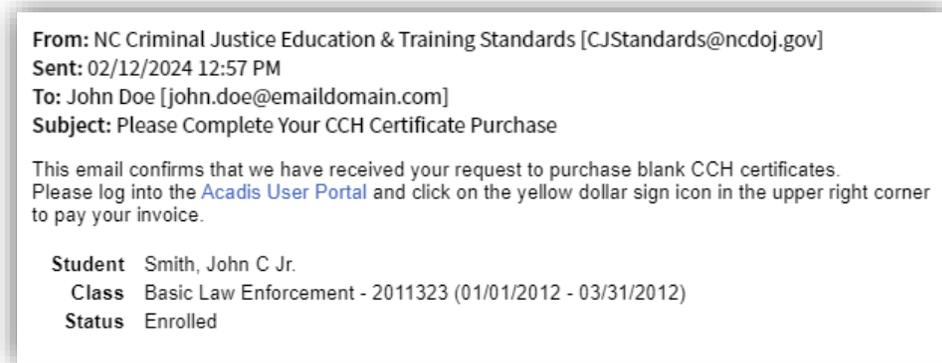
\* Required Information

Cancel | Finish Later

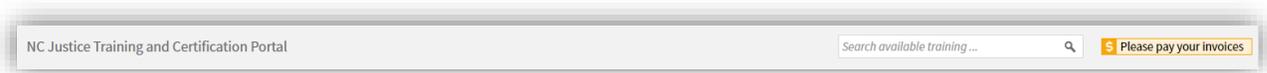
The next step is to watch your email. Once we have reviewed your application, we'll either reach out with questions or send you an email to let you know that you're ready to move on to the next step, which is logging into the [North Carolina Justice Training & Certification Portal](#) to pay your application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

