How to verify CE credits:

For Jurisdictions

Step 1: Log in to the on-line Qualification Board system at https://apps.ncdoi.net/f?p=114:1:0
(If you have logged in before but forgotten your password, there is a password recovery tool on the website. If you have never logged in and need your password, please email a request to QBoard.Support@ncdoi.gov or call staff at 919-647-0000.)

Step 2: On the home screen, you will see a summary of all certificates which are employed in your jurisdiction. Columns 9 and 10 of this listing (labeled "CE year" and "Total CEU") indicate the current CE year and how many credits have been earned so far this year for that certificate. Note that these columns are filled in even for Probationary Certificates which are not required to be renewed.

Six hours of credit are required each year, so any Standard or Limited certificates with less than 6 hours are not able to be renewed.   Hours earned above 6 are also not shown on this table – it is intended to be a quick indicator for the department manager of who needs training for the current year.

Step 3: If you require more information, click on the tab near the top of the page labeled "Inspectors". That list of inspectors has a link to the left of each name that will take you to a simplified CE Credits Table for that inspector. Below is an example of that table (with columns number for ease of reference):

CE Year ▲	Trade	Add Req Hrs	Hours Submitted	Past Year CO	Next Year CO	Total CEU Aplpied
2013	Building	0	21	6	6	6
2013	Electrical	0	0	0	0	0
2013	Fire Prevention	0	12	1	6	6
2013	Mechanical	0	0	6	0	6
2013	Plumbing	0	0	0	0	0
2012	Building	0	8	6	6	6
2012	Electrical	0	0	0	0	0
2012	Fire Prevention	0	1	6	1	6
2012	Mechanical	0	18	1	6	6

Column: **1**   **2**   **3**   **4**   **5**   **6**   **7**

Column 1 indicates the renewal year. Renewal deadlines occur June 30 of each year, so renewal year 2013 runs between July 1, 2012 and June 30, 2013.

Column 2 indicates the trade. Only trades active for that inspector will be listed.

Column 3 lists any additional hours required for that year above the normal 6 hour requirement. These additional hours are required for reactivated certificates or may be carryover from a prior year if the requirement was not met in that year.

Column 4 indicates how many credit hours have been earned in that year.

Column 5 indicates how many credit hours were earned but not used in the previous year – these credits can be used to fulfill this year's CE requirement.

Column 6 indications if any CE is left over from this year that will be carried over to next year's tally.

Column 7 indicates the total CEU that is being applied to the certificate for this year – it will be 6 unless there are additional hours listed in Column 3.

Step 4: If you need further information, each Code Enforcement Official has the ability to print a transcript of courses from their page that can be submitted to you for coordination. (See Step 3 in the instructions below for CEOs.)

How to verify CE credits:

For Code Enforcement Officials

Step 1: Log in to the on-line Qualification Board system at https://apps.ncdoi.net/f?p=114:1:0
(If you have logged in before but forgotten your password, there is a password recovery tool on the website. If you have never logged in and need your password, please email a request to QBoard.Support@ncdoi.gov or call staff at 919-661-5880.)

Step 2: On the home screen, you will see a summary of all active certificates. On the right side of this list is an indicator of the continuing education status of that certificate. If additional hours are required for the current renewal year, the indicator will say "# hours required by 6/30/year" where # is the number of hours you still need to complete for the current year. If the requirement for the current year has been completed it will say "Requirements met for YEAR" where YEAR is the current renewal year.

Step 3: If you need additional information, click on the tab near the top of the screen labeled "Courses." At the top of this screen is a summary of your certificates by trade. Below that is a listing of all the courses that we have recorded for you. The list of courses is sortable by either CE year or Course name – just click on the column heading. NOTE: Below the list of courses is a link to "Print Transcript" that will allow you to print out a record of all the recorded courses if you need it.

Step 4: Next to each trade listing at the top is a link marked "Overview". If you click on this, the courses listed at the bottom will be limited to the trade you selected. Additionally, a CE credit table will be generated at the top of the screen – next to the certificates summary. This is a sample credit table (for ease of reference, I have numbered the columns):

CEU Credits for Certificate 17174 (B)

For any CE year listed, click on the year to see a list of courses used to calculate the credit for the selected trade.
Note: CE credits are not required for probationary certificates.

Thru June 30 of Year	Reactivation Hrs Required	CE Owed from Prior Year(s)	Annual CE Required	Total CEU Required		Carryover From Prior Year	Hours Submitted	Total CEU Applied
2014	-	-	6	-	|	6	0	6
2013	0	0	6	6	|	6	21	6
2012	0	0	6	6	|	6	8	6
2011	0	0	6	6	|	6	13	6
2010	0	0	6	6	|	6	6	6
2009	0	0	6	6	|	6	13	6
2008	0	0	6	6	|	6	49	6
2007	0	0	6	6	|	0	12	6

Column: **1   2   3   4   5   6   7   8**

Column 1 indicates the renewal year. Renewal deadlines occur June 30 of each year, so renewal year 2013 runs between July 1, 2012 and June 30, 2013.

Column 2 indicates reactivation credits required. If your certificate was inactive for some time period, you were notified that you had additional hours to complete within a year of reactivation. Those credits are reported and tracked in this column.

Column 3 indicates CE Owed from Prior Year(s). If you did not complete your CE last year (or the year before), those hours are reported here.

Column 4 indicates regular Annual CE Required – this number will always be 6 unless the Qualification Board changes it by passing a Rule.

Column 5 (in RED) indicates the total number of hours owed for that year. It is a sum of Columns 1-4.

Column 6 is the carryover from previous years. If you earn more credits in one year than are required, up to 6 of them can be carried over to the next year for credit – those credits are reported and tracked in this column.

Column 7 is the continuing education credits you have earned this year. If this number is different from what you expected, look at the list of courses below to see if there is some reason a course did not receive credit.

Column 8 is the Total Applied CEU. Typically, when this GREEN number matches the RED number in Column 5, you have completed your CE for the year. Unless you have reactivation credit in column 2 – those credits are checked on the one year anniversary of reactivation and not on the regular renewal schedule. So those owed credits can carry over from one line to the next which would show on the first year of reactivation that the RED "owed" hours would be greater than the green "earned" hours.

Step 5: If you see a discrepancy on the CE credit table, look at the course listings below to see if there is any discrepancy.

- A course can only be taken once every three years – if you repeat a course in that time frame it will be marked as VOID and you will not receive credit.
- If a course status is listed as NP or Not Processed it means that the course sponsor has begun entering the course roster, but has not yet submitted it.
- If you attend a standard course and do not attend 80%of the course or do not pass the course final exam, you will be listed as attending but no credit will be awarded.

If you eliminate these possibilities and still have an unexplained discrepancy, please contact staff at QBoard.Support@ncdoi.gov or at 919-661-5880 for further assistance.