Evaluation/Survey Forms

- The NCLBGC does not require or wish to see results of a provider’s individual student evaluation.
- The NCLBGC is developing a survey link that will be emailed to qualifiers each time hours are uploaded to their transcript by a provider.

Certificates/Documentation of Course Completion

- 21 NCAC 12B .0204(e) requires providers to provide course completion certificates to each qualifier completing a course within ten days of course completion.
- **LIST QUALIFIER NAME AND QUALIFIER #, DO NOT** list a license # or the name listed on the general contractor’s license.
- List the course # issued by the NCLBGC, as well as CE hours earned for each course.

Rosters/Student Fees

- 21 NCAC 12B .0204(c) requires all providers to submit CE Roster Reports and the student fee to the NCLBGC electronically within seven calendar days of course completion.
- Each provider’s CE Coordinator should have login credentials to access the provider portal for:
  - Viewing provider contact information
  - Viewing approved instructors and courses
  - Creating classes
  - Uploading rosters
  - Paying student fees
- Login credentials are unique only to the designated CE coordinator and **should not** be shared or **used** by anyone except the CE coordinator.
- Those who have not received login information should contact the education department at education@nclbgc.org.
- The provider may request others to have access to the portal to assist the CE coordinator.
  There are 3 permission levels, with varying privileges:
  - **Admin level** – can view all provider information, create classes, upload rosters, and make credit card payments for the student fees. (This is the level automatically given to the CE Coordinator on file).
  - **Office level** – can view all provider information, create classes, and upload rosters.
  - **Data Entry level** – can view provider information only