

Before Last Day of Current Year

04/07/2025 7:00 am EDT

The items included in this section can be completed prior to the last day of the current year.

If you are preparing for scheduling, some of the items included may have already been completed by following the steps in [Part 1](#) of the Scheduling Workflow article. If those items have been completed, use the instructions here to confirm items have been completed for the future year.



Items included in the process below are subject to change as NCDPI determines the best practices for End of Year.