

# State of Wisconsin\Government Accountability Board

212 East Washington Avenue, 3<sup>rd</sup> Floor  
Post Office Box 7984  
Madison, WI 53707-7984  
Voice (608) 266-8005  
Fax (608) 267-0500  
E-mail: [gab@wisconsin.gov](mailto:gab@wisconsin.gov)  
<http://gab.wi.gov>



JUDGE THOMAS H. BARLAND  
Chair

KEVIN J. KENNEDY  
Director and General Counsel

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**DATE:** December 8, 2011

**TO:** Wisconsin County Clerks  
Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Milwaukee County Election Commission

**FROM:** Nathaniel E. Robinson  
Elections Division Administrator  
Government Accountability Board

**SUBJECT:** Training Survey  
2012 Election Cycle

As we prepare for the 2012 election cycle, and in an effort to maximize our resources and better serve our clerk-partners, we are surveying county and municipal clerks to determine the need for Baseline Chief Inspector and Municipal Clerk Core training classes. If you, your staff or your new chief inspectors need training, please complete and submit the online survey linked below by Friday, December 16, 2011.

Both types of training classes will be conducted during the next several months using a combination of certified clerk-trainers composed of experienced county and municipal clerks and online live classes taught by Board staff. We will also have few classes available in our Madison office.

**Clerks should check the G.A.B. website frequently for new classes:**

- Baseline Chief Inspector training: <http://gab.wi.gov/clerks/education-training/baseline>
- Municipal Clerk Core training: <http://gab.wi.gov/clerks/education-training/municipal-clerk-core>

Baseline CIT and MCT Core classes are primarily for new chief inspectors or new municipal clerks. Some clerk-trainers allow currently-certified chief inspectors and/or currently-certified municipal clerks to take their course. Retraining with a clerk-trainer may be counted for recertification hours once per 2-year term. Please read the "Notes" section on the registration form to determine who may take the class for training credit. All county and municipal clerks are still able to conduct recertification training with their local election officials once they have their training agenda approved by our agency.

Clerks are also welcome to contact the clerk-trainers listed on the G.A.B. website to inquire about future training opportunities. Several clerk-trainers have scheduled training sessions in this month (December). In some situations, a clerk-trainer may be available to conduct training in your area, based on the training range they have identified. Travel expenses may be requested by the clerk-trainer and are the responsibility of the host municipality and/or county. The G.A.B. will furnish training manuals for the classes.

- Clerk-Trainers: <http://gab.wi.gov/clerks/education-training/clerk-trainer/materials>

We would appreciate county clerks sharing this survey with their municipal clerks without email. Thank you for your continued cooperation. If you have questions, please contact Allison Coakley, Elections Division Training Officer at [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov), or (608) 261-2033.

[Take the Baseline Chief Inspector/Municipal Clerk Core training survey!](#)

cc: Kevin J. Kennedy  
Director and General Counsel  
Government Accountability Board

Ross D. Hein  
Elections Supervisor  
Government Accountability Board

Allison Coakley  
Elections Division Training Officer  
Government Accountability Board