

WISCONSIN ELECTIONS COMMISSION

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DATE: December 22, 2016

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

FROM: Michael Haas
Interim Administrator

Allison Coakley
Training Coordinator

SUBJECT: Clerk Training Term and Training Opportunities

This is a reminder that **2015 Wisconsin Act 229** requires election officials to attend at least one training session every two years during the period beginning January 1 of each even-number year and ending December 31 of each odd-numbered year. All election officials are now on the same training cycle (even year to odd year). All clerks whose training terms would otherwise expire on December 31, 2016 have had their training terms extended to December 31, 2017. A list of clerk training reported to the WEC so far this term will not be posted until next year, several months prior to the deadline.

There have been no other changes to state training requirements other than the training term. Municipal clerks are required to take and report to the WEC at least six hours of election training each term to recertify for the following term. For new municipal clerks, three of the six hours must be the Municipal Clerk Core training (MCT Core) class before their first election to be considered certified to conduct the elections.

We will be conducting an MCT Core training webinar for new municipal clerks on Thursday, January 26, 2017 from 9:00 a.m. to 12:00 p.m. and a Baseline Chief Inspector training webinar for new chief inspectors on Tuesday, February 7, 2017 from 9:00 a.m. to 12:00 p.m. To register, please visit the Education/Training page on our website: <http://elections.wi.gov/clerks/education-training/schedule>.

We also have several election administration and WisVote training webinars scheduled in January through March that can be used for clerk, chief inspector and poll worker training. The schedule is posted on our website and the recorded webcasts are available for clerks to use at their convenience: <http://elections.wi.gov/clerks/education-training/webinars>. Webinar access information is posted the Monday prior to the webinar in Recent Clerk Communications.

If you have questions, please contact Allison Coakley: allison.coakley@wi.gov or (608) 261-2033. Thank you.