

# State of Wisconsin\Government Accountability Board

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Director and General Counsel

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**DATE:** November 29, 2012

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

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

**SUBJECT:** Municipal Clerks Training Report Posted  
(2011-2012 term)

## **Background**

Municipal clerks are required by state law to take and report six hours of election training every two years to the Government Accountability Board. Election training taken between January 1, 2011 and December 31, 2012 will recertify municipal clerks for the 2013-2014 term. For new municipal clerks or clerks who lost their certification at the end of 2010, three of the six hours of training must be the Municipal Clerk Core Curriculum training class or the equivalent training taken at the Wisconsin Municipal Clerks Institute in Green Bay.

## **Training Report**

The Municipal Clerk Training Report has been posted as an attachment to this memo and lists the number of hours you have reported and we have recorded for you so far this term. You can search the report by your name or HINDI number. If you have training to report to us, please do so using the form available on our website: <http://gab.wi.gov/forms/mct-hours-reporting>. All election-related training must be reported to the G.A.B. by December 31, 2012 to count toward recertification for the next term. Please note that deputy clerks and other office staff who have submitted training information are not listed on this report as they are not required by state law to be certified.

## **Training Options**

Election training that counts toward clerk recertification can be found by clicking here: <http://gab.wi.gov/clerks/education-training/municipal-clerk-cert>. For example, the webcasts posted on the webinar page can be viewed on your computer at your convenience: <http://gab.wi.gov/clerks/education-training/webinars>. Clerks can receive training credit for the length of the webinar, which typically run one to two hours each.

If you are a new clerk or a clerk who lost his or her certification at the end of 2010 and needs to take the Municipal Clerk Core Curriculum training class, we have scheduled a webinar on Wednesday, December 12, 2012 from 1:00 p.m. – 4:00 p.m. that will satisfy this requirement. The schedule and online registration is available on our website: <http://gab.wi.gov/clerks/education-training/municipal-clerk-core>.

### **Certification**

Municipal clerks who have not taken and reported six hours of election for the 2011-2012 term by December 31, 2012 will lose their certification and will be considered noncompliant with state law. Clerks who lose their certification are required to take the three-hour Municipal Clerk Core training class and three hours of election training – for a total of six hours - by the February 19, 2013 primary to be considered certified to conduct elections in the next term.

### **Contact**

If you have questions, are not listed or are listed incorrectly, please contact Allison Coakley: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov), or (608) 261-2033. Thank you for your usual attention and cooperation.

cc: Kevin J. Kennedy  
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