

# State of Wisconsin\Government Accountability Board

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Director and General Counsel

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**DATE:** January 18, 2013

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

**FROM:** Michael Haas  
Elections Division Administrator  
Government Accountability Board

**SUBJECT:** Final Reminder: Municipal Clerks Must Report Training Hours  
(2011-2012 term)

This is a final reminder that municipal clerks must report their 2011-2012 election training to us by **February 1, 2013** for it to be counted toward recertification for the current 2013-2014 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 was first posted in November 2012 and lists the number of hours you have reported and we have recorded for you in the 2011-2012 term. The report is frequently updated and may be found on our Education/Training page: <http://gab.wi.gov/node/2676>. 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>. 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.

## **Certification**

Municipal clerks who have not taken and reported six hours of election for the 2011-2012 term by **February 1, 2013** will lose their certification and will be considered noncompliant with state law. Clerks who lose their certification are required to take the 3-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. 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 Tuesday, January 22, 2013 from 9 am – 12 pm 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>

**Contact**

If you have questions, are not listed or are listed incorrectly on the training report, 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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