

State of Wisconsin\Government Accountability Board

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Chair

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MEMORANDUM

DATE: February 3, 2015

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

FROM: Michael Haas
Elections Division Administrator

Allison Coakley
Elections Training Coordinator

SUBJECT: Final Reminder: Municipal Clerks Must Report Training Hours
(2013-2014 term)

This is a final reminder that municipal clerks must report their 2013-2014 election training to us by **February 13, 2015** for it to be counted toward recertification for the current 2015-2016 term. This list is current as of Friday, January 30, 2015. Another update will be posted later this week.

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, 2013 and December 31, 2014 will recertify municipal clerks for the 2015-2016 term. For new municipal clerks or clerks who lost their certification at the end of 2012, 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 2014 and lists the number of election training hours municipal clerks have reported for the 2013-2014 term. The list can be searched by name or HINDI number. Clerks should report their training 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 a minimum of six hours of election training in the 2013-2014 term and reported it to us by **February 13, 2015** will lose their certification and 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 April 7, 2015 Spring Election to be considered certified to conduct elections in the 2015-2016 term. If you are a new clerk or a clerk who lost his or her certification at the end of 2014 and needs to take the Municipal Clerk Core Curriculum training class, we have scheduled a webinar on Tuesday, March 10, 2015 from 4:00 p.m. – 7:00 p.m. that will satisfy part of 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, or (608) 261-2033. Thank you for your usual attention and cooperation.