

State of Wisconsin\Government Accountability Board

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JUDGE THOMAS BARLAND
Chair

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MEMORANDUM

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

DATE: November 11, 2014

SUBJECT: Municipal Clerks Training Report Posted (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, 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 (in-person class or live webinar) or the equivalent training taken at the Wisconsin Municipal Clerks Institute in Green Bay.

Training Report

The Municipal Clerk Training Report has been posted on the G.A.B. website as an attachment to this Clerk Communication and lists the number of hours you have reported to us so far this term as of November 7, 2014. The column "Needs 3-Hour MCT Core" indicates that either you are a new clerk who did not take the required class or are a clerk who lost his or her certification at the end of 2012 and must retake the class to be compliant with state training requirements. Please note that you may have reported a minimum of six hours of election training, but because you need to take the MCT Core class, you are considered noncompliant with state law.

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, 2014 to count toward recertification for the 2015-2016 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. Please note that the Municipal Clerk Core Training webcast cannot be used by new clerks for initial certification or by clerks who lost their certification at the end of 2012.

Certification

Municipal clerks who have not taken and reported six hours of election training for the 2013-2014 term by December 31, 2014 will lose their certification and 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 first election in 2015 to be considered certified to conduct elections for the term. Classes will be posted in December in preparation for the spring elections: <http://gab.wi.gov/clerks/education-training/schedule>.

Contact

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