

State of Wisconsin \ Government Accountability Board

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DATE: May 7, 2014

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: SVRS Application Training Schedule for June 2014 – July 2014

Based on county and municipal clerk responses to the 2014 Election Administration and SVRS training survey posted after the April election, Board staff has developed a summer SVRS training schedule in preparation for the fall elections. Clerks new to SVRS are required to take the two-day beginning Application, Election Management and HAVA Interfaces training class to be fully certified to work in the system. Absentee Process training is optional and consists of a full day of training with a hands-on workshop in the afternoon.

Priority seating will be given to clerks new to SVRS and the number of students able to register per municipality or county may be limited as necessary. All registrants will be initially placed on a waiting list. **A separate email will confirm your attendance for the class.** You must register separately for the beginning Application and Absentee training classes. For class details and to register online: <http://gab.wi.gov/node/3007>.

SVRS training has been scheduled in the following locations:

Dates	Location	County
June 3 – 5, 2014: 8 a.m. – 5 p.m.	Madison	Dane
June 10 - 12, 2014: 8 a.m. – 5 p.m.	West Bend	Washington
July 8 – 10, 2014: 8 a.m. – 5 p.m.	Eau Claire	Eau Claire
July 22 – 24, 2014: 8 a.m. – 5 p.m.	Grand Chute	Outagamie

If you have not already done so and need SVRS training, please fill out the training survey: <http://gab.wi.gov/clerks/education-training>. Additional SVRS classes will be scheduled as needed in August, September and October. In addition, a new election administration and SVRS training webinar series will be announced by early June. If you have any questions, please contact Allison Coakley: allison.coakley@wi.gov or (608) 261-2033.