

## 8.1 Clerk Training

2005 Wisconsin Act 451 requires that all municipal clerks attend a Wisconsin Elections Commission sponsored training program at least once every two years. Wis. Stat §7.15(1m). All Wisconsin municipal clerks must attend the Municipal Clerk Training Core Curriculum Course (MCT Core), by law, before they are certified to conduct an election.

Municipal clerks must take and report a minimum of six hours of election training every two years to recertify for the subsequent term. Clerks are required to report their training to the WEC as the agency is tasked with tracking clerk training to ensure they are in compliance with state laws.

All election officials are now on the same training cycle. All current clerks whose training terms would otherwise expire on December 31, 2016 have had their training terms extended to December 31, 2017.

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### Clerk Training Requirements

If a new clerk takes the 3-hour MCT Core class, the clerk is certified to conduct elections in the current term. For example, the new clerk takes the MCT Core class on January 10, 2015. The clerk is certified to conduct all of the elections in the 2015-2017 term.

If a new clerk takes the 3-hour MCT Core class and an additional three hours of approved election training, for a total of six hours, the clerk is recertified for the following term. For example, if the new clerk takes the MCT Core class plus three hours of election training in the 2015-2017 term, the clerk has recertified for the 2018-2019 term.

If a certified clerk takes a minimum of six hours of approved election training in the current term, the clerk is recertified for the following term. For example, if a certified clerk takes at least six hours of approved election training in the 2015-2017 term, the clerk is recertified for the 2017-2018 term.

If a clerk does not take a minimum of six hours of approved election training in the current term, the clerk loses certification and must retake the 3-hour MCT Class as part of the six hours of required training in the next term. For example, if a clerk does not take at least six hours of approved election training in the 2015-2017 term, the clerk must take six hours of approved election training before the first election in the 2018-2019 term. Three of the six hours must be the MCT Core class.



*Failure to report election training in a timely manner may result in the clerk's loss of certification to conduct elections!*

### Clerk Training Tile - System Views

The clerk training tile has three system views: Submitted Training, All Approved Training and All Denied Training. The Submitted Clerk Training view is the default view. To switch views, click the name of the view and select the preferred view from the drop-down list.

**Submitted Clerk Training**

Clerk training records that have been submitted; this is the default view

<b>All Approved Training</b>	Clerk training records that have been approved by the WEC
<b>All Denied Training</b>	Clerk training records that have been denied by the WEC

### Enter a Clerk Training Record

1. Click the Clerk Training tile
2. Click the +New button at the top of the Clerk Training view page to open a new Clerk Training Record

 The system will not allow a user to enter future training dates!

3. Enter the Clerk’s First, and Last Name, then press enter or click the magnifying glass to display the results
4. Click the name of the clerk from the drop-down list of records

5. Click the Class Description field to display the training class options, then select the training type from the drop-down list
6. Enter the number of hours earned for the training class in the Hours field  
**Note:** Round up by the quarter hour

7. Enter the Date the training class was taken in the Date Attended field (formatted MM/DD/YYYY)
8. Click the Term field to select the training term

9. Enter a comment in the Comments field (optional)
10. Click Save, to save and add additional information to the record or Save & Close, to save and return to the *Clerk Training* view page

## Review a Submitted Training Record

1. Click the Clerk Training tile
2. Change the view on the *Clerk Training* view page to, "Submitted Clerk Training"
3. Double click the Class Description field to open and review the submitted clerk training record

✓	Name ↑	Class Description	Date Attended	Hours	Term	Status Reason
✓	Rosemary Foster	GAB Webinar Training	7/1/2016	1.00	2015 - 2016	Pending Approval

## Clerk Training Record Approval

Training submitted by a clerk will be marked, "pending" in WisVote. Board staff will review the training submitted and mark it as "approved" or "denied." Clerks will receive an email notification when training has been received, approved, or denied. Training denied will include the reasoning for the denial.

- **Response when training is submitted:**  
Thank you for submitting your election training session. You will receive a separate email when your training report has been reviewed and approved by Elections staff.
- **Response when training is approved:**  
Your election training session has been approved. This information will be a permanent part of your clerk training record and will count toward the minimum of six hours of election training you need to recertify for the next term.
- **Response when training is not approved:**  
Your election training session has not been approved by Elections staff for the following reason: (reason for non-approval will be displayed)
- **Response when a new clerk record is set-up:**  
Congratulations on your new position! State law requires that new municipal clerks take the 3-hour Municipal Clerk Core training class to be certified to conduct elections for the current term. This class must be taken via a live webinar conducted by Elections staff or an in-person training class with a certified clerk-trainer.

- **Response when a clerk has submitted sufficient hours to recertify for the next term:**  
You have submitted a minimum of six hours of election training in the current term and have successfully recertified for the next term.