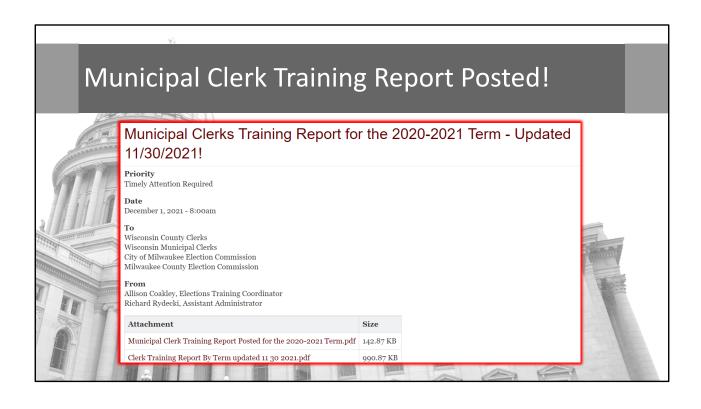






### **Training Requirements**

- Municipal clerks, chief inspectors and other election officials are currently in the 2020-2021 term for training purposes.
- Training taken during this term is applied toward certification for the 2022-2023 training term.
- Both municipal clerks and chief inspectors must complete at least six hours of election training by December 31, 2021, to recertify for the 2022-2023 term.
- The WEC is required to contact the governing body if a clerk has not reported sufficient training hours for the term.





### **Clerk Training Report**

- The Municipal Clerk Training Report has been posted on the WEC website and lists the number of hours clerks have reported to WEC so far in the 2020-2021 term.
- If you do not appear on the list or appear incorrectly, please contact us right away.
- 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.
- All election training should be reported using the form on our website or entering into WisVote if the clerk is a self-provider.



### **Appointing Election Inspectors Using Party Lists**

- The governing body must appoint at a meeting in Dec. 2021
- The municipality is responsible for training and pay
- Training for new inspectors does not have to take place until after Jan. 1, 2022, for the new 2022-2023 term; clerks can get access to TLC for training
- If you have split shifts and not enough political appointees to fill the shifts, clerks should ask appointees if they want to work a full day.
- If you contact political appointees and they have not agreed to be on a list, document and bring to the attention of the party chair.



### **Appointing Election Inspectors Using Party Lists**

- It's the responsibility of the municipal clerk to determine where a poll worker is placed on Election Day
- The clerk appoints the chief inspector
- You must use a list even if you don't receive one from each party
- Parties who have submitted lists by the Nov. 30 deadline can also submit names to fill vacancies during the term
- Election inspectors who are not on a list submitted by one of the two political parties are unaffiliated. They should not be asked what their party affiliation may be.



### **LAB Report**

- Clerks must initial the absentee certificate envelope to indicate the voter has met the photo ID requirement
- Tamper-evident serial numbers must be listed on the Inspectors' Statement and reviewed before the polls open and after the polls close by the chief inspector
- Inspectors need to provide accurate voter statistics on the Inspectors' Statement (# of voters, EDRs, absentee, provisional, etc.), so clerks can reconcile in WisVote post-election
- Pre-election testing of all voting equipment needs to be conducted within 10 days of an election

# Wrapping Up 2021 Cracker Barrel! Proof of Residence Photo ID Ballot Access Procedures Election Officials Voter Registration Absentee Ballots What questions do you have????

