

Clerks 101

August 31, 2022

Clerks 101

Agenda

- Commission Website
- New Municipal Clerk Checklist
- Training Requirements & Resources
- The Learning Center
- Other Web Apps

Clerks 101



Goals for the New Website

- Make content easier to find
 - Improve search!
 - Remove outdated content
 - Categorize and structure content in a more intuitive way
- Serve key audiences
 - Segment content for appropriate audiences
 - Lead users to other websites (MyVote, The Learning Center, Badger Voters)
- Site is in progress, send your comments, suggestions to the HD!

Clerks 101



Clerk Page

WISCONSIN
ELECTIONS
COMMISSION

Clerks ^ Candidates v Elections v Poll Workers & Observers v Statistics & Data v

Clerk Directory

Clerk Training

Election Notices

Forms and Ballot Templates

Manuals

New Clerk Checklist

Clerk Communications

Archived Clerk
Communications

Election Topics A - Z

Absentee

Confidential Voters

Cost of Elections

Counting Votes

Destruction of Election
Materials

Photo ID

Polling Place
Accessibility

Provisional Voting

SVD Voting in Nursing
Home and other Care
Facilities

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Clerk Training Page

Clerks ▾ Candidates ▾ Elections ▾ Poll Workers & Observers ▾ Statistics & Data ▾ Voters ▾ Forms



Certification/Re-certification



Core Training Course



Municipal Clerks Training Report



Clerk-Trainer Program



In-Person Training Schedule



Election Officials Training Table

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Poll Workers & Observers Page

Working the Polls

An election official is defined as "an individual who is charged with any duties relating to the conduct of an election." Wis. Stat. § 5.02(4e). This includes chief inspectors, elections inspectors, greeters, tabulators, and high school poll workers. As election officials, poll workers perform a very important public service by enhancing the high quality and integrity of Wisconsin's elections.

[Poll Worker Recruitment Flyer](#)

Poll Worker Qualification Requirements

Chief Inspectors

Election Inspectors

High School Poll Workers

Wis. Stat. §7.30(2)(a) indicates a preference for the Chief Inspector to be a resident of the municipality where they will serve, but offers an exception: "...each chief inspector shall be a qualified elector of the municipality in which the chief inspector serves. *If no qualified candidate for chief inspector is available...the person so appointed need not be a qualified elector of the municipality...*"

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New Municipal Clerk Checklist

New Municipal Clerk Checklist

- The training for municipal clerks is established by state law and begins on January 1 of an even-numbered year and runs through December 31 of an odd-numbered year. All election officials operate on the same training terms.
- New Municipal Clerks must take the 3-hour municipal clerk core training class in their current term in office, regardless if there are any scheduled elections for the remainder of the training term.
- Clerks must take and report a minimum of six hours of election training each 2-year term. MCT Core counts for three of the six hours.
- Clerks must report their election training to the Commission either using the prescribed reporting form linked below or by entering the training into the MyVote system for staff review and approval.

Tasks to Complete	Details
<input type="checkbox"/> Report Clerk Contact Updates to WEC	If any clerk contact information has changed, complete the Clerk Contact Update and submit it to the WEC Helpdesk. If this information is not up to date, it will reflect incorrectly on MyVote and clerks may not receive important information from the WEC.
<input type="checkbox"/> Take and report the 3-hour Municipal Clerk Core Training Municipal Clerk Core Training	MCT Core is available online in the WEC Learning Center. Clerks must contact the Election Help Desk to obtain a user name and password to the Learning Center and instructions to access the MCT Core program. Clerks need to report of their election training to the Commission each term using the MCT Core Status Facts .
<input type="checkbox"/> If required, take MyVote Training MyVote Training Information	If you are unsure, verify with your county clerk if they provide this training with their election system services. This may be a role on the county, a self-paced training or a core component of the two types of user. MyVote training is available in the WEC Learning Center. Training for full access is approximately 6 hours in length. Training for data entry only is approximately 2 hours in length.
<input type="checkbox"/> Security Awareness Training is required of all MyVote users and recommended for all municipal clerks Election Security Awareness	Security Awareness Training is available in the WEC Learning Center and consists of six videos which run about 15 hours. Security topics include phishing and password protection. This training is highly recommended for anyone who uses a computer for work or home.

Chief Inspectors are required to take a minimum of six hours of election training each 2-year term. For new chief inspectors, three of the six hours must be the Election Help Desk training class. Training can be taken in person (at available) or be entered before the start and November elections or online in the WEC Learning Center. Regular election inspectors are required to take some type of election training, but take the training dates to their election system.

Election worker coverage for the upcoming election. If you do not plan to be an election worker, please contact the Election Help Desk for suggestions and best practices.
[Election Worker Coverage](#)

The Election Day Manual (issued October 2016) is issued to new chief inspectors when they take the Election Day class and provided as available at the polling place on Election Day. The manual covers the election day duties of chief inspectors, poll workers and other election officials.
[Election Day Manual](#)

The Election Administration Manual (issued July 2016) is issued to new municipal clerks when they take the MCT Core class and covers their duties before, during and after an election.
[Election Administration Manual](#)

The WEC also has several subject-specific manuals, such as Absentee Voting in the Absentee Care Facilities, Results for Local Election Offices and Counting MyVote available on the agency website.

The Calendar of Election Events is a valuable tool for election officials to reference throughout the election cycle. The calendar is available in multiple formats and instructions for importing the event calendar into a Microsoft Outlook calendar are posted with it.
[Calendar of Election Events](#)

This page contains most communication from the WEC to Wisconsin's county and municipal clerks. The list is categorized as high priority, time-sensitive, required, informational and information only communication. Clerks receive email reminders to check for any priority for updates.
[WEC Communications](#)

The new 2019-2022 election system and MyVote website.
[MyVote](#)

The new schedule for the test website (beta) will be posted in August. The first website will be "New Clerk Orientation" (inspector, election reporting and related materials) are posted on the agency website for clerks to use at their convenience.

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EL-362: Clerk Contact Update Form

EL-362 WisVote Clerk/Deputy Contact Information Update Form

Please complete the form below for your municipality, if the only update you have is the name of the clerk and/or deputy **please continue to fill out the rest of the form** and return it to the Wisconsin Elections Commission as soon as possible. The information you provide will be updated in WisVote then posted to the Wisconsin Elections Commission website and used for MyVote searches. **If nothing has changed per the Clerks Directory on <http://elections.wi.gov> and/or the MyVote website you do not have to fill out the form.**

If you have questions, please contact the Wisconsin Elections Commission Help Desk at (608) 261-2028 or at elections@wi.gov.

Thank you in advance for your continued cooperation.

County(ies)

Select City, Town or Village

Municipality Name

Clerk Name Start Date:

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Calendar of Election Events

September 2022	Statute
8	Deadline for municipal clerk to submit voter participation, Inspectors' Statement data, and Election Reconciliation data for the Partisan Primary via WisVote. 6.275 – within 30 days of each primary and election for a state or national office
21	Deadline for county clerks to deliver ballots and supplies to municipal clerks for the General Election. 7.10(1), (3) – 48 days before election
22	Deadline for municipal clerks to send absentee ballots to electors with valid requests on file for the General Election. (UOCAVA deadline) 7.10(3), 7.15(1)(c), (cm) – 47 days before election
-	Municipal clerks send absentee ballots to electors with valid requests on file for the General Election as soon as they are available. All absentee ballots must be recorded in WisVote. 42 U.S.C. § 1973ff-1, Wis. Stat. § 7.15(1)(cm) – as soon as ballots are available 6.33(5)(a)2 the municipal clerk or clerk's designee shall enter absentee ballots electronically on the list maintained by the commission

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Training Requirements

- Municipal clerks, chief inspectors and other election officials are currently in the 2022-2023 term for training purposes.
- Training taken during this term is applied toward certification for the 2024-2025 training term.
- Both municipal clerks and chief inspectors must complete at least six hours of election training by December 31, 2023, to recertify for the 2024-2025 term.
- All election training should be reported using the MCT Reporting form available on our website or entering into WisVote if the clerk is a self-provider.

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Clerk Training Report

- The Municipal Clerk Training Report will be posted on the WEC website and lists the number of hours clerks have reported to WEC in the current term.
- Report is usually posted toward the end of the term, but staff will start posting the list in the Spring 2023, if not earlier.
- 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.
- The WEC is required to contact the governing body if a clerk has not reported sufficient training hours for the term.

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WEC Website

- Training schedule for in person classes conducted by WEC certified clerk-trainers
- Election Administration Manual for municipal clerks
- Election Day Manual for chief inspectors and poll workers
- Specific Topic Manuals – recall of local election officials, recounts, absentee voting in care facilities, etc.

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The Learning Center (TLC)

- Clerk, Chief Inspector initial certification training classes
- WisVote training classes – training for system users, full access or data entry
- Election Administration tile – SVDs, clerk, chief inspector and poll worker training videos
- EA Webinar tile – archived election administration webinars
- WisVote Webinar tile – specific topic training for WisVote users

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The Learning Center (TLC)

- <https://electiontraining.wi.gov>
- WEC online training center

Welcome to The Learning Center (TLC)

MCT Core Curriculum

Municipal Clerk Core Curriculum (MCT Core)- Sixteen Sections



Baseline CIT

Baseline Chief Election Inspector Training- Seven Sections



HS Student Election Officials' Training Program

HS Student Election Officials' Training Program



Election Officials TTX

E A Materials and Exercises for Election Day Personnel.



Security Awareness

The Securing WisVote Series- Seven Presentations



WisVote - Introduction

Accessing and Navigating WisVote. Plus More...



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The screenshot displays the WisVote website interface. At the top left, there is a red header with the WisVote logo (a white outline of Wisconsin) and the text "WisVote". To the right of the header is a navigation bar with "WISVOTE" and a home icon, followed by "Easy Navigate" and a dropdown arrow, and another "Easy Navigate" link. Below the navigation bar is a grid of icons organized into five columns: Voter, Election, Address, Training, and Help. Each icon represents a specific function within the system.

- <https://wisvote.wi.gov>
- Wisconsin's statewide voter registration system

Voter	Election	Address	Training	Help
Snapshot	Elections	Addresses	Learning Center	FACs Current Issues
DMV Checks	Office Positions			
Care Facilities				
Voter Search	Special Election	District Contacts	Clerk Training	Change Password
Reg List Alerts	Election Calendar			
MyVote				
Voter List	Felon Audit Matches	Jurisdictions	Staff Contacts	WisVote News
Deaths				
Mailing				
Voter Registration	Poling Places	Districts	Election Workers	
Felons				
Absentee Applications	Election Plans	Districts Types		
Adjudicated Incompetent				

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The screenshot displays the MyVote Wisconsin website. At the top left is the MyVote WISCONSIN logo. To the right is a blue button for "Military & Overseas Voters" and two search boxes labeled "Search by Name" and "Search by Address". Below this is a navigation menu with eight items: "My Voter Info", "Find My Polling Place", "What's On My Ballot", "Update My Name or Address", "Register To Vote", "Vote Absentee By Mail", "Track My Ballot", and "Vote Absentee In Person". A red banner below the menu reads "NEXT STATEWIDE ELECTION" with a Wisconsin state icon. Underneath, the text "2022 General Election" and "Tuesday, November 8, 2022" is centered. Five blue circular icons with white symbols are arranged horizontally, each with a corresponding text label below it: "Vote Absentee By Mail" (envelope icon), "Where Do I Vote?" (map icon), "What's On My Ballot?" (ballot icon), "Register To Vote" (checkmark icon), and "Track My Ballot" (ID card icon).

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WisVote – MyVote Interaction



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Badger Voters

- <https://badgervoters.wi.gov>
- Wisconsin's official portal for voter data and absentee ballot data
- Wis. Stat. sec. 6.36(6)

The screenshot shows the 'Badger Voters' website interface. At the top, it says 'Wisconsin Elections Commission' and 'Badger Voters' with a 'FAQs' link. Below this is a 'Welcome to Badger Voters' message. There are two buttons: 'Get Started' and 'Log in'. A process flow diagram shows four steps: 'Create Request', 'Receive Estimate', 'Make Payment', and 'Download Report', each with a blue circle and connected by a line. Below the flow is a box titled 'This site allows you to:' with three bullet points: 'Create a request for voter data from the Wisconsin Voter Registration System (WisVote)', 'Receive a quote (estimated cost and number of voters that meet the request criteria)', and 'Pay for the data using a credit card or through an automated clearing house (ACH) using a checking or savings account'. The final bullet point is 'Download the requested file upon successful payment'.

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Coming Up

- UOCAVA Webinar: September 14, 10 am – 11 am
- School District Clerk Duties Webinar: September 28, 10 am – 11 am
- Reminders for the November General Election Webinar: October 12, 10 am – 11 am






Thank you!

For further information, contact the WEC.
PH: 608-266-8005 Email: elections@wi.gov

New Municipal Clerk Checklist

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- New Municipal Clerks must take the 3-hour municipal clerk core training class in their current term in office, regardless if there are any scheduled elections for the remainder of the training term.
- Clerks must take and report a minimum of six hours of election training each 2-year term. MCT Core counts for three of the six hours.
- Clerks must report their election training to the Commission either using the prescribed reporting form linked below or by entering the training into the WisVote system for staff review and approval.

Tasks to Complete	Details
<input type="checkbox"/> Report Clerk Contact Updates to WEC	<p>If any clerk contact information has changed, complete the EL-362 and submit it to the WEC HelpDesk. If this information is not up to date, it will reflect incorrectly on MyVote and clerks may not receive important information from the WEC.</p>
<input type="checkbox"/> Take and report the 3-hour Municipal Clerk Core Training Municipal Clerk Core Training	 <p>MCT Core is available online in the WEC Learning Center. Clerks must contact the Elections Help Desk to obtain a user name and password for the Learning Center and instructions to access the MCT Core presentation. Please fill out and submit this form to the Help Desk: https://elections.wi.gov/forms/EL-365.</p> <p>Clerks need to report all of their election training to the Commission each term using the MCT Certification Form.</p>
<input type="checkbox"/> If required, take WisVote Training WisVote Training Information	 <p>If you are unsure, verify with your county clerk if they provide your municipality with WisVote election system services. You may be a relier on the county, a self-provider municipality or some combination of the two types of users. WisVote training is available online in the WEC Learning Center. Training for full access is approximately 10 hours in length. Training for data entry only is approximately 2 hours in length.</p>
<input type="checkbox"/> Security Awareness Training is required of all WisVote users and recommended for all municipal clerks Election Security Awareness	<p>Security Awareness Training is available in the WEC Learning Center and consists of seven videos which run about 1.5 hours. Security topics include phishing facts and password protocols.</p>  <p>This training is highly recommended for anyone who uses a computer for work or home.</p>

<p><input type="checkbox"/> Check for election worker training documentation</p> <p>Election Officials' Training Table</p>	<p>Chief inspectors are required to take a minimum of six hours of election training each 2-year term. For new chief inspectors, three of the six hours must be the Baseline Chief Inspector training class. Training can be taken in-person (as available), or online in the WEC Learning Center. Regular election inspectors are required to take some type of election training, but state law does not prescribe an hourly requirement or curriculum. Clerks track the training taken by their election workers.</p>
<p><input type="checkbox"/> Check for election worker coverage for upcoming elections</p> <p>Election Worker Recruitment</p>	<p>Determine if you have sufficient election worker coverage for the upcoming elections. If you do not, please refer to <i>Election Worker Recruitment</i> for suggestions and best practices.</p>
<p><input type="checkbox"/> Check for current versions of Election Day and Election Administration Manuals</p> <p>Publications – Manuals</p> <p>Manuals & Webinars Order Form</p>	<p>The Election Day Manual (revised September 2020) is issued to new chief inspectors when they take the Baseline class and should be available at the polling place on Election Day. The manual covers the election day duties of chief inspectors, poll workers and other election officials.</p> <p>The Election Administration Manual (revised September 2020) is issued to new municipal clerks when they take the MCT Core class and covers their duties before, during and after an election.</p> <p>The WEC also has several subject-specific manuals, such as Absentee Voting in Residential Care Facilities, Recalls for Local Elected Officials and Counting Votes available on the agency website.</p>
<p><input type="checkbox"/> Review the “Calendar of Election Events” on the WEC website</p> <p>Calendar of Election Events</p>	<p>The Calendar of Election Events is a valuable tool for election officials to reference throughout the election cycle. The calendar is available in multiple formats and instructions for importing the Excel calendar into a Microsoft Outlook calendar are posted with it.</p>
<p><input type="checkbox"/> Check Recent Clerk Communications for the latest updates and news from the Commission</p> <p>Recent Clerk Communications</p>	<p>This page contains recent communications from the WEC to Wisconsin’s county and municipal clerks. The list is categorized as high priority, timely attention required, scheduled tasks and information only communications. Clerks receive email reminders to check the site periodically for updates.</p>
<p><input type="checkbox"/> Review the election administration and WisVote webinar schedules</p> <p>Election Webinars</p>	<p>Webinar recordings and related materials are posted in The Learning Center for clerks to use at their convenience.</p>
<p><input type="checkbox"/> Check if your municipality uses Badger Books</p>	<p>If your municipality uses Badger Books, please contact the Badger Book Team at epollbook@wi.gov for more information on training and other resources before your first election.</p>