



Wisconsin Elections Commission

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DATE: January 9, 2025

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Elections Training Team

SUBJECT: Municipal Clerk Training Report Posted for 2024-2025 Term

Training Report

We have posted the Municipal Clerk Training Report in advance of the December 31, 2025, deadline so that clerks can see the number of training hours they have reported so far this term, **as of January 1, 2025**. The report will be updated monthly until November, when it will be updated biweekly as we near the end of the current training term. Municipal clerks, please contact us if your name is not on the report or if your information appears incorrect. If you completed/entered training after 1/1/2025 it will show up on the next monthly report.

The training report is displayed in alphabetical order by county and then municipality. Municipal clerks can search the report by selecting CTRL + F on their computer keyboard and entering their name or jurisdiction in the text box. If you have training to report to us, please enter that in ElectEd. You can find directions on how to enter your training directly into ElectEd by logging in and taking the ElectEd Training for Clerks. The training will not publish to your profile until we review the training submission and mark it approved.

Training taken in ElectEd automatically posts to your training record.

Training Requirements

Municipal clerks are required by state law to take and report at least six hours of election training each two-year training term to the Wisconsin Elections Commission. Wis. Stat. § 7.135, Admin. Code EL 12.03. For training purposes, municipal clerks are currently in the 2024-2025 term and must complete this term's election training by December 31, 2025. Election training taken between January 1, 2024, and December 31, 2025, will recertify a municipal clerk for the 2026-2027 term. 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 Resources

Election training that counts toward clerk certification is listed on our website: [Certification or Recertification of Municipal Clerks | Wisconsin Elections Commission](#). For example, webinar recordings can be viewed on a computer in ElectEd. Upcoming webinars are posted to the calendar in ElectEd. Clerks can receive training credit for the length of the webinar, typically about one hour each.

Questions If you have any questions, please contact the training team: elections.training@wi.gov.

Wisconsin Elections Commissioners

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