



Wisconsin Elections Commission

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DATE: November 2, 2021

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

FROM: Richard Rydecki Allison Coakley
Assistant Administrator Training Coordinator

SUBJECT: Election Official Certification Requirements and Resources

With the end of the current 2020-2021 training term for election officials fast approaching, please take a few moments to review the following information about local election official training certification requirements and training resources. Please contact me if you have any questions: allison.coakley@wi.gov or (608) 261-2033.

Training Terms

- 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.

Municipal Clerks

- Each municipal clerk is required to take six hours of training to be certified to conduct elections in the next term.
- The clerk training list for the 2020-2021 term has been posted on our website to give clerks an opportunity to review their training records and compare their records to ours.
- New municipal clerks are required by state law to take the 3-hour Municipal Clerk Core (MCT Core) training class as part of the required six hours of election training in the 2020-2021 term to be considered certified.
- The MCT Core class is available in the WEC's online elections Learning Center (TLC). Please follow the instructions listed under "New municipal clerks": <http://elections.wi.gov/clerks/education-training/municipal-clerk-cert>.
- We also offer this training using in-person training classes conducted by Commission-certified clerk-trainers. A list of current classes and online registration is available on our website: <http://elections.wi.gov/clerks/education-training/schedule>.
- Municipal clerks must either report their training to us using the certification form on our website or WisVote users can enter it directly into the system for review and approval: <http://elections.wi.gov/forms/mct-hours-reporting>.

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- Additional training that can be used to meeting training requirements can be found on the agency website (<https://elections.wi.gov/clerks/education-training/webinars>) and in TLC (<https://electiontraining.wi.gov/>).

Chief Inspectors

- New chief inspectors are required by state law to take the 3-hour Baseline Chief Inspector training class (Baseline CIT) before their first election to be certified to conduct elections in the current term.
- The Baseline CIT class is posted in The Learning Center (TLC) for clerks to use to train new chief inspectors. Clerks need to request a username and password for their chief inspectors from the Elections Help Desk to access TLC.
- This training is also offered in person by Commission-certified clerk-trainers. New classes may be added, so check the schedule periodically: <http://elections.wi.gov/clerks/education-training/schedule>.
- Municipal clerks must track the training taken by their chief inspectors and other local election officials, but this training does not need to be reported to the WEC.

Election Inspectors, Election Registration Officials (EROs)

- Election Inspectors and EROs are currently in the 2020-2021 term for appointment and training purposes. This type of election official is appointed every two years to a new term.
- State law requires the municipal clerk to provide some type of election training for election inspectors and EROs each term. State law does not prescribe the length of the training or the curriculum, but does require that EROs are trained in the same manner in which you train your election inspectors.

Training Resources

- Poll Worker Training Curriculum: Agendas, Presentations and Videos
 - Commission staff, in coordination with the Clerk Training Advisory Committee, developed a series of trainings cataloging the Election Day duties of various types of election workers as a resource for both new clerks just starting to train their election workers and seasoned clerks looking for fresh and up-to-date training materials.
 - Trainings are structured to be task-based and modular in function so clerks can assemble a training plan depending on their training needs for a specific type of election and election worker. Topics include voter registration, voting equipment and poll book management, among other Election Day duties.
 - The training agendas have been converted into PowerPoint presentations and recorded as online training videos and all three versions are available on the WEC website and in The Learning Center. Clerks can decide which format(s) are best suited for their training needs and the video series provides poll workers with a full curriculum of online training they can access remotely on demand: <https://elections.wi.gov/clerks/education-training/election-inspectors>.
- 2021-2022 WisVote and Election Administration Training Webinar Series
 - The 2021-2022 election administration training webinar schedule for the upcoming election cycle has been posted: <https://elections.wi.gov/node/7541>. Topics include new clerk orientation, appointing election inspectors, photo ID law and special voting deputies.
 - Based on feedback from the clerks, each webinar is pre-populated with registration links, so clerks can sign up well in advance of a webinar and receive emailed reminders of the webinar prior to its start date and time. The webinars are also indexed by topic when posted, so clerks and their election officials can forward directly to a desired section of the webinar.

- In addition, webinar access information is posted the Monday preceding the webinar in Recent Clerk Communications.
- Training can be taken in any order you like. Recorded presentations from our earlier webinar training series are available for viewing on our website: <http://elections.wi.gov/clerks/education-training/webinars>.
- The table of contents posted at the top of the webinar page identifies which webinars count toward municipal clerk training and/or chief inspector training.

- The Learning Center (TLC)
 - Municipal Clerk Core, Baseline Chief Inspector and WisVote training is available in TLC.
 - There are also interactive election administration training tutorials on topics such as nomination paper review and election security tutorials available that are helpful for anyone who uses a computer for business or personal reasons.
 - Contact the Elections Help Desk for access to TLC: elections@wi.gov.

- Election Administration Tabletop Exercise (EA TTX):
 - Commission staff developed an election administration tabletop exercise based on the foundation of the election security tabletop exercise. The EA TTX focuses on the common and not-so-common situations faced by clerks, chief inspectors and poll workers on Election Day.
 - The EA TTX is comprised of an introductory PowerPoint presentation to set the stage for the exercise, followed by a simulated and timed Election Day that employs a series of administrative tasks, procedural issues and routine questions that election officials may face at the polling place. Following the Election Day simulation is a “right answers” discussion that gives all participants of the EA TTX an opportunity to discuss the situations they encountered and how they responded and what they learned.
 - Commission staff has developed new TTX scenarios regarding counting write-in votes, election observers, end of night procedures and voting equipment.
 - An EA TTX Roundtable PowerPoint that is more discussion-oriented is also available if clerks prefer a scaled down version of the original exercise.
 - EA TTX materials are posted in The Learning Center for clerks to use to train their election workers. The training can be done in person or using distance learning tools.