

# WISCONSIN ELECTIONS COMMISSION

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**DATE:** June 29, 2018

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

**FROM:** Allison Coakley  
Training Coordinator

**SUBJECT:** Election Official Certification and Training

With the August Partisan Primary fast approaching, please take a few moments to review the following information about local election official certification and training opportunities. Please contact me if you have any questions: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261-2033.

## Training Terms

- Municipal clerks and chief inspectors are currently in the 2018-2019 term for training purposes.
- Both municipal clerks and chief inspectors must complete at least six hours of election training by December 31, 2019 to recertify for the 2020-2021 term.

## Municipal Clerks

- New municipal clerks are required by state law to take the three-hour Municipal Clerk Core (MCT Core) training class before their first election, or in the current term if there are no scheduled elections, to be considered certified to conduct elections.
- We 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>.
- Last year we began offering the MCT Core class using a recorded version of the presentation. This training is available in the Elections Learning Center for new clerks to complete before the August 14 Partisan Primary. Please follow the instructions listed under "New municipal clerks": <http://elections.wi.gov/clerks/education-training/municipal-clerk-cert>.
- 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>.

## Chief Inspectors

- New chief inspectors are required by state law to take the three-hour Baseline Chief Inspector Training class (Baseline CIT) before their first election to be certified to conduct elections in the current term. This type of training has traditionally been offered using in-person certified clerk-trainers and live webinars conducted by Commission staff.

- We will soon offer an additional Baseline CIT opportunity using a recorded version of the presentation. This training will be posted in the Elections Learning Center for clerks to use to train new chief inspectors. The Baseline CIT presentation will be posted August 1 and clerks will be notified when it is available. Instructions will also be provided on how to request a user name and password for new chief inspectors to access the training presentation.
- Several in-person Baseline CIT classes are currently posted. Additional 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.
- Commission staff will be conducting a live Baseline Chief Inspector training webinar for new chief inspectors in October in preparation for the November General Election. This class will be posted well in advance of the scheduled date so clerks can plan accordingly.

#### Election Inspectors, Election Registration Officials (EROs):

- Election Inspectors and EROs are currently in the 2018-2019 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 dictate that EROs should be trained in the same manner in which you train your election inspectors.

#### 2018-2019 Webinar Series

- We are developing a new election administration training webinar schedule for the upcoming election cycle, starting with “*Guidance for the August Partisan Primary*” on July 25, 2018, from 10:00 a.m. – 11:00 a.m.

### **Guidance for the August Partisan Primary**

*Clerks, Chief Inspectors and Poll Workers*

A partisan primary is held the second Tuesday of August in even-numbered years to qualify candidates for the November General Election. The primary is always held and is different than the other three types of elections because electors will vote by party. This webinar will discuss counting votes in a partisan primary, the impact of selecting a party preference and overriding and remaking crossover and overvoted ballots. Military and overseas voting will also be discussed.

- Webinar access information is always posted the Monday preceding the webinar in [Recent Clerk Communications](#). The complete webinar schedule will be posted in early July.
- We will also post a new WisVote webinar training series for self-providers and providers of the WisVote system.
- 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>.