

## Certification/Recertification of Chief Inspectors

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### Brand New Chief Inspectors

Brand new, never-before-certified chief inspectors must complete the 3-hour Baseline Training in order to serve at elections during the 1/1/18–12/31/19 term. To re-certify for the 2020-2021 term, the newly-certified chief inspector must accumulate three additional hours of approved election education before 12/31/19.

### Previously-Certified Chief Inspectors

A previously-certified chief inspector who achieved recertification by accumulating six recertification hours before 12/31/17 is eligible to serve as a certified chief inspector through 12/31/19. In order to recertify for the 2020-21 term, the chief inspector must accumulate six more hours of approved election education before December 31, 2019.

A previously-certified chief inspector who failed to meet the recertification requirements prior to December 31, 2017, has lost his or her certification. The previously-certified chief inspector must attend Baseline training AND accumulate three additional hours of approved election education before being eligible to serve as a certified chief inspector at any election in the 2018-19 term. Baseline plus three additional hours also recertifies them for the 2020-2021 term.

*Municipal Clerks are required to track chief inspector attendance at training sessions and keep accurate records with respect to each inspector's certification status. A sample spreadsheet for tracking this information is available on the Wisconsin Elections Commission website. Municipal Clerks may also take an in-person Baseline Chief Inspector Training class or use the Commission's webinar recording to obtain their recertification hours.*

### Approved Election Education

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The following constitute Approved Election Education training and may be counted toward recertification hours for chief inspectors:

- Attendance at any training offered by a municipal clerk or county clerk that is relevant to election inspectors and their duties. **Every clerk is required by statute, to “train election officials in their duties.” S. 7.15(1)(e), Wis. Stats.** If a municipal clerk would spend at least one hour with the chief inspector before each election in the chief inspector's term, the six hour recertification requirement would be met.
- Attendance at a presentation of the video, “This is Where We Vote.” The video is available under Clerk Information on the website. Viewing the video must be followed by a discussion, monitored by the municipal clerk or deputy clerk, of the impressions of the video and ways to improve outreach to and access for persons with disabilities. Attendance at a presentation of this video can only be counted once in a term toward recertification hours (*1 hour per 2-year term*).
- Taking the Chief Inspector Self-Evaluation posted on the WEC website. The self-evaluation is composed of 30 true or false and multiple-choice questions and can be used as part of a training session conducted by the municipal clerk. (*approximately 1-2 hours*).

- Attendance at any training offered by the Wisconsin Towns Association, League of Wisconsin Municipalities or Wisconsin Municipal Clerks Association that is relevant to election inspectors and their duties.
- Attendance at a Live Election Administration Webinar Training Programs as they are scheduled (*approximately 1-2 hours each*).
- Attendance at Previously-Aired Election Administration Webinar Training Programs (*approximately 1-2 hours each*).
- Attendance at a Baseline Chief Inspector Training class conducted by a certified clerk-trainer or review of the Baseline Chief Inspector Training webinar conducted by WEC staff (*once per 2-year term*).
- Pre-election equipment testing/training (*1 hour per 2-year term*).

### **Obtaining Approval for Certain Types of Training**

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If you choose to utilize any of the training options listed above you must submit a syllabus or agenda briefly outlining the content of the training to Allison Coakley at the Wisconsin Elections Commission for approval. Please include the date and approximate duration of the session. Allison may be contacted at 608-261-2033 or [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov).