



Application for Election Administrator Certification

Certification of election administrators is governed by state statutes (see [Chapter 29A.04 RCW](#), [RCW 36.22.220](#), and [RCW 36.22.230](#)) and rules (see [Chapter 434-260 WAC](#)).

Requirements for Initial Certification

See [WAC 434-260-220](#).

Applicants for initial certification must meet the following requirements:

- Complete the Secretary of State's mandatory certification course (Elections 101) within five years prior to the date of application.
- Two years of service as an election administrator in a state or county elections office during the three years prior to the date of application.
- Take and passing the written elections administrator exam.
- Participate in at least 40 hours of conferences and workshops during the five years prior to the date of application.
 - At least 30 of the required 40 hours must be election-specific training.
 - At least 20 hours must specifically address Washington state elections.
 - Training must include attending the Washington State Elections Conference.
 - Up to four hours may be for observing election procedures in other county election departments.
 - Up to two hours may be for participating in elections panels or committees.
 - Up to 10 hours may be for professional development courses, subject to approval by the county auditor or elections director.
- Have a high school diploma or equivalent.

Requirements for Renewal Certification

See [WAC 434-260-300](#).

Applicants for renewal certification must meet the following requirements during the renewal period (January 1 of an even-numbered year to December 31 of the following odd-numbered year):

- Continuous service as an election administrator in a state or county elections office.
- Participate in at least 40 hours of conferences and workshops.
 - At least 30 of the required 40 hours must be election-specific training.
 - At least 20 hours must specifically address Washington state elections.
 - Training must include attending the Washington State Elections Conference.
 - Up to four hours may be for observing election procedures in other county election departments.
 - Up to two hours may be for participating in elections panels or committees.
 - Up to 10 hours may be for professional development courses, subject to approval by the county auditor or elections director.

The first time you renew, you may include training that was included in your initial application that was completed during the renewal period.

Applications for certification renewal must be submitted by December 31 of odd-numbered years.



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Application Process



Applications are best completed in a dedicated PDF viewing application such as [Adobe Acrobat](#) or [Adobe Acrobat Reader](#). Applications completed in a browser window such as [Chrome](#), [Edge](#), or [Firefox](#) will have a less than optimal experience.

Applicant:

1. Complete the application.
2. Your typed name functions as your signature.
3. Email the completed application to the approving authority for your county.
Approving authorities are listed on the final page of the application.

If using Adobe Acrobat or Adobe Acrobat Reader, the non-printing button below the signatures labeled "Send to approver" button will facilitate sending the application to the designated approving authority for your county.

Approving Authority:

1. Review the application.
2. If approved, complete the "Approving Authority Signature" section.
3. Your typed name functions as your signature.
4. Email the completed application to Certification & Training at ctsupport@sos.wa.gov.

If using Adobe Acrobat or Adobe Acrobat Reader, the non-printing button below the signatures labeled "Send to state" will facilitate sending the form to Certification & Training.

OSOS – Certification & Training:

1. Review the application.
2. If approved, complete the "OSOS – Certification & Training Approval" section.
3. Notify the applicant and approving authority of the status of each application.



Application for Election Administrator Certification

Applicant information

Name	Email Address
County Name (Employer)	Job Title
Application Type Initial certification (complete next section) Renewal certification (skip next section)	

For initial certification only

Elections Employment Start Date	Elections 101 Completion Date	Exam Completion Date
Have you worked in elections for two out of the last three years?		Yes No
Do you have a high school diploma or equivalent?		Yes No

Training hours – Complete below, continue on next page, or attach list

#	Hours	Title	Date(s)	Sponsor	Category
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					



Application for Election Administrator Certification

Training hours – Continued

#Hours	Title	Date(s)	Sponsor	Category
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				

Applicant Signature

Signature – Type your name	Date
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Approving Authority Signature

Signature – Type your name	Date
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OSOS - Certification & Training Approval

Signature – Type your name	Date
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Application for Election Administrator Certification

Application approvers

Adams County Heidi Hunt	Asotin County Darla McKay	Benton County Brenda Chilton	Chelan County Skip Moore
Clallam County Shoona Riggs	Clark County Greg Kimsey	Columbia County Will Hutchens	Cowlitz County Carolyn Fundingsland
Douglas County Thad Duvall	Ferry County Dianna Galvan	Franklin County Matt Beaton	Garfield County McKenzie Lueck
Grant County Michele Jaderlund	Grays Harbor County Joe MacLean	Island County Sheilah Crider	Jefferson County Brenda Huntingford
King County Julie Wise	Kitsap County Regina McRay	Kittitas County Bryan Elliott	Klickitat County Heather Jobe
Lewis County Larry Grove	Lincoln County Chandra Schumacher	Mason County Steve Duenkel	Okanogan County Cari Hall
Pacific County Alex Gerow	Pend Oreille County Marianne Nichols	Pierce County Kyle Haugh	San Juan County Natasha Warmenhoven
Skagit County Sandy Perkins	Skamania County Robert J. Waymire	Snohomish County Wendy Mauch	Spokane County Vicky Dalton
Stevens County Lori Larsen	Thurston County Mary Hall	Wahkiakum County Nicci Bergseng	Walla Walla County Karen Martin
Whatcom County Stacy Henthorn	Whitman County Sandy Jamison	Yakima County Charles Ross	OSOS Elections Fina Ormond