



## **Application for Election Administrator Certification**

Certification of election administrators is governed by state statutes (see <u>Chapter 29A.04 RCW</u>, <u>RCW 36.22.220</u>, and <u>RCW 36.22.230</u>) and rules (see <u>Chapter 434-260 WAC</u>).

#### **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 for Election Administrator Certification

#### **Application Process**



Applications are best completed in a dedicated PDF viewing application such as <u>Adobe Acrobat</u> or <u>Adobe Acrobat Reader</u>. Applications completed in a browser window such as <u>Chrome</u>, <u>Edge</u>, or <u>Firefox</u> 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 <a href="mailto:ctsupport@sos.wa.gov">ctsupport@sos.wa.gov</a>.

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.

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**Applicant information** 

Name

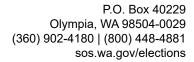
19 20

## Application for Election Administrator Certification

#### 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

**Email Address** 

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**Training hours – Continued** 

## Application for Election Administrator Certification

### #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 **Approving Authority Signature** Signature - Type your name Date **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	Kittitas County	Klickitat County
	Regina McRay	Bryan Elliott	Heather Jobe
Lewis County Larry Grove	Lincoln County	Mason County	Okanogan County
	Chandra Schumacher	Steve Duenkel	Cari Hall
Pacific County Alex Gerow	Pend Oreille County Marianne Nichols	Pierce County  Kyle Haugh	San Juan County Natasha Warmenhoven
Skagit County	Skamania County	Snohomish County	Spokane County
Sandy Perkins	Robert J. Waymire	Wendy Mauch	Vicky Dalton
Stevens County	Thurston County Mary Hall	Wahkiakum County	Walla Walla County
Lori Larsen		Nicci Bergseng	Karen Martin
Whatcom County	Whitman County Sandy Jamison	Yakima County	OSOS Elections
Stacy Henthorn		Charles Ross	Fina Ormond

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