Application to maintain certification

Election administrator

Refer to WAC 434-260-300 through 310 for rules pertaining to the certification of election administrators.

To be eligible to maintain your certification as an election administrator, you must complete the following:

- Continuous service as an election administrator the year immediately prior to your request;
- A minimum of eighteen hours participation in conferences and workshops. Two hours may be credited for visiting other county elections departments. At least six hours must be election specific and sponsored by the five organizations listed below.
    - The Washington Association of County Auditors
    - The Secretary of State
    - The Election Center
    - The United States Election Assistance Commission
    - The Federal Voting Assistance Program
    - Other courses approved by the Election Administration and Certification Board

STEP ONE: PROVIDE APPLICANT INFORMATION

Applicant name _____ Title_____

County _____ E-mail address_____

STEP TWO: DOCUMENT TRAINING HOURS

A minimum of eighteen hours of training at conferences or workshops is required. Two hours may be credited for visiting other county elections departments. At least six hours must be election specific and provided by an approved sponsor. To receive credit for attending Orientation Training, attendance must be five years apart.

Total number of hours _____

Election specific, sponsor approved training – minimum of six hours

Washington State Association of County Auditors (WSACA)

Hours	Course name	Location	Date

Secretary of State (OSOS)

Hours	Course name	Location	Date

The Election Center

Hours	Course name	Location	Date

Election Assistance Commission (EAC)

Hours	Course name	Location	Date

Other training – a maximum of two hours for visits to other counties

Conferences, courses, or visits to other counties

Hours	Course name and *Sponsor*	Location	Date

Surplus hours – a maximum of six hours earned the previous year

Hours	Course name and *Sponsor*	Location	Date

STEP THREE: OBTAIN SIGNATURE OF COUNTY AUDITOR

County Auditor signature | Title (if other than auditor)

Printed name | Date

STEP FOUR: SUBMIT COMPLETED APPLICATION

You may submit this application by fax, email, or mail.

OSOS Elections Division
Certification and Training Program
PO Box 40229
Olympia WA 98504-0229
(Fax) 360-664-4619
ctsupport@sos.wa.gov