



**Application to Maintain Certification:
Assistant Election Administrator**

Original signed form must be submitted no later than **January 31, 2011.**

Name _____ Title _____

County _____ Email Address _____

Refer to WAC 434-260-300 through 310 for rules pertaining to the maintenance of certification of election administrators. Please list course titles and hours sponsored by the following:

1. **Washington Association of County Auditors** (If you attended the Annual Election Administrators Conference include hours here.)

Hours Course Title

2. **Office of the Secretary of State**

Hours Course Title

3. **The Elections Center**

Hours Course Title

4. **Visiting other county election departments for training and/or orientation purposes**
(maximum 2 hours)

Hours County

5. **The Federal Election Commission**

Hours Course Title

6. **Other national associations related to elections or government administration, approved by the Election Administration and Certification Board**

Hours Course Title

7. **Other conferences or courses approved by the Election Administration and Certification Board**

Hours Sponsor and Course Title

8. **Surplus hours earned in previous year** (not previously claimed – maximum 6 hours)

Hours Sponsor and Course Title

_____ **TOTAL (minimum of 6 maintenance hours)**

Signature of County Auditor (or other approving county authority) attesting to the accuracy of the information on this form:

Signature Title

Printed Name Date

Send this completed form to:
Kay Ramsay, Program Specialist
OSOS Elections, Certification and Training Program
P.O. Box 40229
Olympia, WA 98504-0229
(FAX) 360-664-4619
kay.ramsay@sos.wa.gov