

**Application to maintain certification
Assistant 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 assistant election administrator, you must complete the following:

- Continuous service as an assistant election administrator the year immediately prior to your request;
- A minimum of six hours participation in conferences and workshops. Two hours may be credited for visiting other county elections departments. At least two 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 six hours of training at conferences or workshops is required. Two hours may be credited for visiting other county elections departments. At least two 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, approved sponsor training – minimum of two 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
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Election Assistance Commission (EAC)

Hours	Course name	Location	Date
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Other training – a maximum of two hours for visits to other counties

Conferences, courses, or visits to other counties

Hours	Course name and <i>Sponsor</i>	Location	Date
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STEP THREE: OBTAIN SIGNATURE OF COUNTY AUDITOR

County Auditor signature	Title (if other than auditor)
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Printed name	Date
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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