



## Application to Recertify from Assistant Administrator to Certified Election Administrator

**How to apply:** Complete and send the signed original application to the OSOS Elections Division. The application must be received by the Certification and Training Program to complete the process.

Applicant Name \_\_\_\_\_ Title \_\_\_\_\_

County \_\_\_\_\_ Beginning Elections Service Date \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Requirements:** Refer to WAC 434-260-220 through 310 for rules pertaining to the certification of election administrators.

(1) **Completion of OSOS Election Administrator Orientation Training** (Date) \_\_\_\_\_

(2) **Professional experience as an elections administrator**

Number of Years \_\_\_\_\_ (1) Auditor, Elections Supervisor, Director, or Manager

Number of Years \_\_\_\_\_ (2) Other Elections Position

(3) **Passed Written Certification Exam** (Date) \_\_\_\_\_

(4) **Education**

High School Diploma / Equivalent Yes  No

(5) **Additional 20 hours of training at conferences or workshops by organizations listed below**  
(If additional space is needed, please attach a separate sheet.)

Number of hours

\_\_\_\_\_ (a) Washington State Association of County Auditors (WSACA)  
**Note:** Include hours from the Annual Election Administrators' Conference here!

\_\_\_\_\_ (b) Secretary of State (OSOS)

\_\_\_\_\_ (c) The Election Center

\_\_\_\_\_ (d) Visiting other county election departments for training and/or orientation (maximum 4 hours)

- \_\_\_\_\_ (e) Federal Election Commission (FEC)
- \_\_\_\_\_ (f) Other national associations related to elections or government administration, approved by the Election Administration and Certification Board (attach listing).
- \_\_\_\_\_ (g) Other conferences or courses approved by the Elections Administration and Certification Board (attach listing).
- \_\_\_\_\_ TOTAL HOURS

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

Signature	Title
Name (Please Print)	Date

Send this completed application to:

Kay Ramsay, Election Program Specialist  
 OSOS Certification and Training Program  
 PO Box 40229  
 Olympia, WA 98504-0229

To expedite the processing of your application, you may also fax it to (360) 664-4619, or, email [kayramsay@sos.wa.gov](mailto:kayramsay@sos.wa.gov) . Please note that the **signed original application must be received** to complete the certification.