

## Application for initial certification Assistant election administrator

Refer to WAC [434-260-220](#) through 310 for rules pertaining to the certification of election administrators.

To be eligible to become a certified assistant election administrator, you must complete the following:

- The Secretary of State’s mandatory orientation course;
- One year continuous service in election administration immediately prior to your request;
- Pass the open book exam;
- A high school diploma or equivalent;
- A minimum of twenty hours participation in conferences and workshops. These hours are in addition to the Orientation training. Training must be received within the five years prior to your request. At least fifteen 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 \_\_\_\_\_ Beginning elections service date \_\_\_\_\_

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

### STEP TWO: CONFIRM REQUIREMENTS

Date and location you attended Secretary of State’s mandatory orientation course \_\_\_\_\_

Years of professional experience as an elections administrator \_\_\_\_\_

Date you passed the open book exam \_\_\_\_\_

High school diploma or equivalent  Yes  No

Additional twenty hours of training at conferences or workshops. At least fifteen hours must be election specific and provided by an approved sponsor.

Total number of hours \_\_\_\_\_ (Provide details on next page)

Election specific, approved sponsor training – minimum of fifteen 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

Additional training – provided by other sponsors

**Conferences or courses**

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 email, fax, or mail.

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