

Application for initial certification 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 election administrator, you must complete the following:

- The Secretary of State’s mandatory orientation course;
- Two years continuous service in election administration during the three years prior to your request;
- Pass the open book exam;
- A high school diploma or equivalent;
- A minimum of forty 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. Four hours may be claimed for visiting other county elections departments. At least thirty 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 forty hours of training at conferences or workshops. At least thirty 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 thirty 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 four hours for visits to other counties

Conferences, courses, or visits to other counties

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
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Olympia WA 98504-0229
(Fax) 360-664-4619
ctsupport@sos.wa.gov