

Approved Trainings

Election Administrator Certification

Training hours may be earned in a number of different ways and must meet certain qualifications. The Office of the Secretary of State (OSOS) has authority to approve training used for initial certification and renewal of certification. ([WAC 434-260-220](#))

Election-Specific Training

- At least 30 of the required 40 hours must be election-specific. That means the class needs to address specific areas of election administration.
- Up to 10 of the 30 hours may be taken through a number of organizations focused on election administration, such as the International Association of Government Officials (iGO) and the Election Center. Training offered by other organizations may be used if approved by the OSOS. OSOS recommends submitting class documentation for approval before attending the class.
- At least 20 of the 30 election-specific hours must be also be specific to the state of Washington election administration. This type of training may be obtained from the Secretary of State, Secretary of State sponsored training, the state Elections Conference, and through the Washington State Association of County Auditors (WSACA). These training hours may also include observing election procedures in other counties (up to four hours) and participating in panels or committees (up to two hours). You may also use an E101 class every three years. Vendor training, such as tabulator training, is also applicable.

Other Training

- Up to 10 hours may be professional development courses. The County Auditor determines which courses are best for your position. You may substitute election specific training for these hours.

What type of training does not apply?

- Training not provided by OSOS approved organizations and not preapproved by OSOS.
- In-house training from your own county elections department unless preapproved by OSOS.
- Vendor demonstrations.
- Vendor meetings that do not include training.

Already certified?

- Register every two years to [renew](#) your certification.
- Attending Elections 101 may be used as election-specific training only when renewing your certification and it's been more than three years since taking the course.

Not yet certified?

- All requirements must be met *before* registering online or applying for [initial](#) certification. See our handbook: [The Path to Becoming a Certified Elections Administrator](#).
- Attending the entire Elections 101 course is required. You must obtain 40 *additional* hours of training, 30 of which must be election-specific and meets the above requirements.

This is a list of preapproved training opportunities from the previous five years.

OSOS Trainings	Sponsor / Location	Date	Eligible hours
Voting Center & Remote Worker Checklists Security Operations Center training on Voting Center technical setup and remote worker security.	OSOS/Online	9/22/2020 or 9/24/2020	1
Redistricting 101 – 2020 Virtual Elections Conference https://youtu.be/yuK72P7Q2ys	WSACA/OSOS/Online	9/10/2020	1

OSOS Trainings	Sponsor / Location	Date	Eligible hours
Electoral College – 2020 Virtual Elections Conference https://youtu.be/PWVxHbG5UYk	WSACA/OSOS/Online	9/8/2020	0.5
Best Practices in Reconciliation and Certification – 2020 Virtual Elections Conference https://youtu.be/yNLLmknVS2w	WSACA/OSOS/Online	7/15/2020	1.5
VoteWA Managing Addresses and Precincts – 2020 Virtual Elections Conference Available through ServiceNow	WSACA/OSOS/Online	7/14/2020	1
VoteWA Ballot Return – 2020 Virtual Elections Conference Available through ServiceNow	WSACA/OSOS/Online	7/14/2020	1
VoteWA - Ballot Setup/Incumbent Management – 2020 Virtual Elections Conference Available through ServiceNow	WSACA/OSOS/Online	7/14/2020	1
Student Hubs/Voting Centers – 2020 Virtual Elections Conference https://youtu.be/Jh1OFnBYdNI	WSACA/OSOS/Online	7/13/2020	0.5
Universal Registration – 2020 Virtual Elections Conference https://youtu.be/hi1BmFlgIJs	WSACA/OSOS/Online	7/13/2020	1
COOP Planning – 2020 Virtual Elections Conference https://youtu.be/BdL48UVzTqc	WSACA/OSOS/Online	6/25/2020	1
Incident Response Planning – 2020 Virtual Elections Conference https://youtu.be/SAzwX1uwj6k	WSACA/OSOS/Online	6/25/2020	1
Crisis Communication Planning – 2020 Virtual Elections Conference https://youtu.be/wHR_p1Pt7RA	WSACA/OSOS/Online	6/25/2020	1
New Legislation – 2020 Virtual Elections Conference https://youtu.be/hhx5EKHYLil	WSACA/OSOS	6/23/2020	1
Grants 2020 / April Lessons Learned Virtual Elections Conference Kick-off – “Election Grants 2020” and “April Election Lessons Learned” https://youtu.be/ROM8CqPoZM0	OSOS/Online	5/27/2020	1.5
Presidential Primary Open Mic	OSOS/Online	2/5/2020	1
Presidential Primary Voter Intent Webinar https://youtu.be/nHz0-LMMaUY	OSOS/Online	1/16/2020	1
ES&S Programming Webinar https://youtu.be/CXjK4Lw3VLE	OSOS/Online	1/7/2020	0.5
Hart InterCivic HVS Programming Webinar https://youtu.be/ihtt5GrdkpY	OSOS/Online	1/3/2020	0.5
Hart InterCivic Verity Programming Webinar https://youtu.be/ykO3FmGcbdc	OSOS/Online	1/3/2020	0.5

OSOS Trainings	Sponsor / Location	Date	Eligible hours
Clear Ballot Programming Webinar https://youtu.be/CY1eovo4liY	OSOS/Online	1/2/2020	1
Preparing for the Presidential Primary	OSOS/Moses Lake	12/13/2019	6.5
Preparing for the Presidential Primary	OSOS/Lacey	12/11/2019	6.5
Preparing for the Presidential Primary	OSOS/Everett	12/10/2019	6.5
Ballot Reconciliation Open Mic	OSOS/Online	11/20/2019	1
Ballot Reconciliation Report Webinar Recorded Webinar https://youtu.be/2yKvYZORfqQ	OSOS/Online	10/19/2019	0.5
Elections 101 – West Side	OSOS/Kirkland	9/10/2019- 9/11/2019	12
Elections 101 – East Side	OSOS/Cheney	9/17/2019- 9/18/2019	12
2020 Presidential Primary Envelopes and Materials Recorded Webinar https://youtu.be/gbjnAIRP_Wc	OSOS/Online	8/27/2019	0.5
Ballot Reconciliation Report webinar Recorded Webinar https://youtu.be/Mz2QL3ykoTs	OSOS/Online	8/17/2019	0.25
Washington State Elections Conference (Count the number of hours in which you participated in general or breakout sessions). Track Your Hours	WSACA/ OSOS Renton	6/10/2019- 6/13/2019	17.5
Tabletop the Vote 2019 - Renton	OSOS/Renton	6/18/2019	4.5
Regional VoteWA Training – Week 2	OSOS/Cheney	5/7/2019- 5/9/2019	15
Regional VoteWA Training – Week 2	OSOS/Renton	5/7/2019- 5/9/2019	15
Regional VoteWA Training – Week 2	OSOS/Tumwater	5/7/2019- 5/9/2019	15
Regional VoteWA Training – Week 1	OSOS/ Moses Lake	4/30/2019- 5/02/2019	15
Regional VoteWA Training – Week 1	OSOS/Kirkland	4/30/2019- 5/2/2019	15
Regional VoteWA Training – Week 1	OSOS/Tumwater	4/30/2019- 5/2/2019	15

OSOS Trainings	Sponsor / Location	Date	Eligible hours
VoteWA Train the Trainer	OSOS	4/16/2019-4/18/2019	22
Cybersecurity 301: Communications	CTCL/OSOS	2/14/2019	1.5
Cybersecurity 201: Intermediate	CTCL/OSOS	2/12/2019	1.5
Cybersecurity 101: Introduction	CTCL/OSOS	2/7/2019	1.5
Intro to Same Day Registration	OSOS/Online	1/29/2019	1.25
Table Top the Vote	OSOS/Cheney	8/15/2018	4.5
Table Top the Vote	OSOS/ Camp Murray	8/13/2018	4.5
Washington State Elections Conference (Count the number of hours in which you participated in general or breakout sessions). Track Your Hours	WSACA/ OSOS Spokane	6/11/2018-6/14/2018	13.5
Meet EI-ISAC Recorded Webinar https://youtu.be/ZlqZXLrYD9Y	Co-sponsored EI-ISAC/OSOS	4/2018	0.50
Elections 101 – West Side	OSOS/ Renton	4/10/2018-4/11/2018	12
Elections 101 – East Side	OSOS/ Moses Lake	3/20/2018-3/21/2018	12
How to Search RCWs and WACs Recorded Webinar	OSOS	2/2018	0.75
Reconciliation – What’s New? Recorded Webinar https://youtu.be/6NaUBFRxjEw	OSOS	7/2017	0.5
Washington State Elections Conference (Count the number of hours in which you participated in general or breakout sessions). Track Your Hours	WSACA / OSOS Skamania County	6/2017	16
Open Mic Session Ballot Drop Boxes (Count the amount of time you participated fully in this webcast.)	OSOS / Online Webinar	6/2017	1 or 1.5
Elections 101 (Orientation Training – see note above. For renewal, enter the number of hours you participated.)	OSOS / Kirkland, Moses Lake	3/2017	14 (Applicable for renewals.)

OSOS Trainings	Sponsor / Location	Date	Eligible hours
Reconciliation Form Rollout (Count the amount of time you participated fully in this webcast.)	OSOS / Online Webinar	2/2017	1
Washington State Elections Conference – Worksheet to Track Your Hours (Deduct hours if you visited art stations or wellness activities during breakout sessions; user groups are also excluded from the total.)	Co-sponsored with WSACA / Spokane	6/2016	16 (Apply only the elections-related sessions.)
Elections 101 (Orientation Training – see note above. For renewals only, enter the number of hours you participated.)	OSOS / Spokane	6/2016	13
Presidential Primary – Voter Intent Open Mic 5, 6, or 7 (Enter only the amount of time you participated.)	OSOS / Online Webinar	4/2016 & 5/2016	1.5
Presidential Primary – Communications, Voter Registration Overlap, Cure Form Open Mic 3 & 4 (Enter only the amount of time you participated.)	OSOS / Online Webinar	3/2016	1
Presidential Primary – Ballot Materials Open Mic 1 & 2 (Enter only the amount of time you participated.)	OSOS / Online Webinar	1/2016	1
Regional Training Workshop (Presidential Primary Training & Systems Modernization Update. Enter the number of hours you participated.)	OSOS / Lacey, Everett, Ephrata	9/2015	6.5
WSACA Elections Conference (Excludes user groups.)	Co-sponsored with WSACA / SeaTac	6/2015	15
Elections 101 (Orientation Training – see note above.)	OSOS / Cheney, Lacey	4/2015	12
Regional workshops: COOP w/ the Expert, Part 2	OSOS / Ephrata, Walla Walla, Burlington, Lacey	3/2015	6
Live/recorded webinar: COOP with the Expert, Part 1	OSOS eLearning (web conference)	1/2015	1.5
Live/recorded webinar: Lessons Learned from Hurricane Sandy & “Storming for the Vote”	OSOS eLearning (web conference)	12/2014	1
Video (only): Storming for the Vote from League of Women Voters	OSOS eLearning (LWV video)	12/2014	0.5
Live webinar: Reconciliation Form Refresher	OSOS eLearning (web conference)	8/2014	1
Live webinar: Voter Intent Repeat of breakout session provided at WSACA Elections Conference	OSOS eLearning (web conference)	7/2014	2
Washington State Election Administrator Conference (excludes user groups)	Co-sponsored with WSACA / Spokane	6/2014	15

OSOS Trainings	Sponsor / Location	Date	Eligible hours
Walk Through WEI	OSOS eLearning (web conference)	5/2014	1.5
Voter Intent Rule B	OSOS eLearning (web conference)	4/2014	0.5
E101 (Orientation Training)	Longview, Wenatchee, Renton	3/2014 & 2/2014	12
Legislative Website Training	OSOS eLearning (web conference)	1/2014	1.5