



Application for Election Administrator Certification

Requirements for Initial Certification

See [WAC 434-260-220](#).

Applicants for initial certification must meet the following requirements:

- Completion of the Secretary of State's mandatory certification course (Elections 101) within five years prior to the date of application.
- Two years of service as an election administrator in a state or county elections office during the three years prior to the date of application.
- Taking and passing the written elections administrator exam.
- Participation in at least 40 hours of conferences and workshops during the five years prior to the date of application.
 - At least 30 of the required 40 hours must be election-specific training.
 - At least 20 hours must specifically address Washington state elections.
 - Training must include attending the Washington State Elections Conference.
 - Up to four hours may be for observing election procedures in other county election departments.
 - Up to two hours may be for participating in elections panels or committees.
 - Up to 10 hours may be for professional development courses, subject to approval by the county auditor or elections director.
- Have a high school diploma or equivalent.

Requirements for Renewal Certification

See [WAC 434-260-300](#).

Applicants for renewal certification must meet the following requirements during the renewal period (January 1, 2020 to December 31, 2021):

- Continuous service as an election administrator in a state or county elections office.
- Participation in at least 40 hours of conferences and workshops.
 - At least 30 of the required 40 hours must be election-specific training.
 - At least 20 hours must specifically address Washington state elections.
 - Training must include attending the Washington State Elections Conference.
 - Up to four hours may be for observing election procedures in other county election departments.
 - Up to two hours may be for participating in elections panels or committees.
 - Up to 10 hours may be for professional development courses, subject to approval by the county auditor or elections director.

If you initially certified after January 1, 2020, you may include training you completed during the renewal period, including training used for initial certification.

Applications for certification renewal must be submitted by December 31, 2021.



WASHINGTON
Secretary of State
Elections Division

P.O. Box 40229
Olympia, WA 98504-0029
(800) 448-4881
sos.wa.gov/elections

Application Process

Applications are best completed in a dedicated PDF viewing application such as Adobe Acrobat or Adobe Acrobat Reader. Applications completed in a browser window such as Chrome, Edge, or Firefox will have a less than optimal experience.

Applicant:

1. Complete the application. Your typed name functions as your signature.
2. Email the completed application to the approving authority for your county. Approving authorities are listed on the final page of the application.

If using Adobe Acrobat or Acrobat Reader, the non-printing button below the signatures labeled "Send to approver" button will facilitate sending the application to the designated approving authority for your county.

Approving Authority:

1. Review the application. If approved, complete the "Approving Authority Signature" section. Your typed name functions as your signature.
2. Email the completed application to ctsupport@sos.wa.gov.

If using Adobe Acrobat or Acrobat Reader, the non-printing button below the signatures labeled "Send to state" will facilitate sending the form to C&T.

OSOS – Certification & Training:

1. Review the application. If approved, complete the "OSOS – Certification & Training Approval" section.
2. Notify the applicant and approving authority of the status of each application.



Application for Election Administrator Certification

Applicant information

Name	Email Address
County Name (Employer)	Job Title
Application type: <input type="checkbox"/> Initial certification (complete next section) <input type="checkbox"/> Renewal certification (skip next section)	

For initial certification only

Elections Employment Start Date	Elections 101 Completion Date	Exam Completion Date
Have you worked in elections for two out of the last three years?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a high school diploma or equivalent?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Training hours – Complete below, continue on next page, or attach list.

Hours	Title	Date(s)	Sponsor	Category



Training hours – Continued

Hours	Title	Date(s)	Sponsor	Category

Applicant Signature	
Signature – Type your name	Date

Approving Authority Signature	
Signature – Type your name	Date

OSOS – Certification & Training Approval	
Signature – Type your name	Date



WASHINGTON
Secretary of State

Elections Division

P.O. Box 40229
Olympia, WA 98504-0029
(800) 448-4881
sos.wa.gov/elections

Application approvers

Adams County Heidi Hunt	Asotin County Darla McKay	Benton County Brenda Chilton	Chelan County Skip Moore
Clallam County Shoona Riggs	Clark County Greg Kimsey	Columbia County Anne Higgins	Cowlitz County Carolyn Fundingsland
Douglas County Thad Duvall	Ferry County Dianna Galvan	Franklin County Matt Beaton	Garfield County McKenzie Lueck
Grant County Michele Jaderlund	Grays Harbor County Joe MacLean	Island County Sheilah Crider	Jefferson County Rose Ann Carroll
King County Julie Wise	Kitsap County David Frisk	Kittitas County Jerry Pettit	Klickitat County Brenda Sorensen
Lewis County Larry Grove	Lincoln County Chandra Schumacher	Mason County Paddy McGuire	Okanogan County Cari Hall
Pacific County Joyce Kidd	Pend Oreille County Marianne Nichols	Pierce County Kyle Haugh	San Juan County Milene Henley
Skagit County Sandy Perkins	Skamania County Robert J. Waymire	Snohomish County Wendy Mauch	Spokane County Vicky Dalton
Stevens County Lori Larsen	Thurston County Mary Hall	Wahkiakum County Nicci Bergseng	Walla Walla County Karen Martin
Whatcom County Diana Bradrick	Whitman County Sandy Jamison	Yakima County Charles Ross	State Elections (OSOS) Stuart Holmes