

Approved Trainings

Election Administrator Certification



WASHINGTON
Secretary of State
Elections Division

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 organizations focused on election administration, such as the Election Center, Center for Tech and Civic Life (CTCL), and others. Training offered by these organizations may be used if approved by the Office of the Secretary of State. OSOS recommends submitting class documentation for approval before attending the class.
- At least 20 of the 30 election-specific hours must be specific to the state of Washington election administration. This type of training may be obtained from the Office of the Secretary of State, OSOS-sponsored training, Washington 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 Elections 101 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* [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 hours of which must be election-specific and meet the above requirements.

A list of preapproved training opportunities from the previous five years begins on the next page of this document.

Course Title / Description	Sponsor / Location	Date	Eligible hours
Signature Verification Training	OSOS/Online	5/10/2022	2
Primary-Only Voters	OSOS/Online	4/21/2022	1
CF201 - A next level to Candidate Filing	OSOS/Online	3/29/2022	1
Elections 101 – Virtual Orientation Training	OSOS/Online	3/15/2022 – 3/24/2022	15
Canvassing Board Training	OSOS/Online	3/8/2022	2.5
Signature Verification Training	OSOS/Online	3/2/2022	2
Signature Verification Training	OSOS/Online	1/26/2022	2
RLA Pilots: Statewide Debrief	OSOS/Online	1/12/2022	1
Ballot Matrix Changes – Open Mic	OSOS/Online	1/11/2022	1
Ballot Matrix Changes – Video and Assignment	OSOS/Online	12/28/2021	0.75
Certified Administrator Application Roll-out	OSOS/Online	8/26/2021	0.5
Tabletop the Vote 2021: National Election Cyber Exercise	OSOS/Online	7/13/2021	4
Reconciliation and Certification <i>2021 Virtual Washington State Elections Conference</i>	WSACA/Online	6/17/2021	1
Ballot Tracking Best Practices <i>2021 Virtual Washington State Elections Conference</i>	WSACA/Online	6/17/2021	1
Auditing – Providing Transparency and Trust in Our Elections, Part 2 <i>2021 Virtual Washington State Elections Conference</i>	WSACA/Online	6/17/2021	1
Auditing – Providing Transparency and Trust in Our Elections, Part 1 <i>2021 Virtual Washington State Elections Conference</i>	WSACA/Online	6/17/2021	1
VoteWA Q & A Session <i>2021 Virtual Elections Conference</i>	WSACA/Online	6/15/2021	1
VoteWA Update and Tips & Tricks <i>2021 Virtual Washington State Elections Conference</i>	WSACA/Online	6/15/2021	1
Serving Our Votes Living with Disabilities <i>2021 Virtual Washington State Elections Conference</i>	WSACA/Online	6/15/2021	1
Serving Our Young Voters and Highlighting Successes From the College Hubs <i>2021 Virtual Washington State Elections Conference</i>	WSACA/Online	6/15/2021	1

Course Title / Description	Sponsor / Location	Date	Eligible hours
More Numbers, Lines and Deadlines – Get Ready to Reprecinct <i>2021 Virtual Washington State Elections Conference</i>	WSACA/Online	6/10/2021	1
Redistricting in Washington – Population, Lines, and Deadlines <i>2021 Virtual Washington State Elections Conference</i>	WSACA/Online	6/10/2021	1
Legislation. Past, Present, and Future <i>2021 Virtual Washington State Elections Conference</i>	WSACA/Online	6/10/2021	2
The Fine Art of Separating the Genuine From the Faux – Signature Verification Annual Training <i>2021 Virtual Washington State Elections Conference</i>	WSACA/Online	6/8/2021	2
Improving Voter Confidence and Combatting Misinformation/Disinformation Part 2 <i>2021 Virtual Washington State Elections Conference</i>	WSACA/Online	6/8/2021	1
Improving Voter Confidence and Combatting Misinformation/Disinformation Part 1 <i>2021 Virtual Washington State Elections Conference</i>	WSACA/Online	6/8/2021	1
Welcome to the 2021 Annual Elections Conference <i>2021 Virtual Washington State Elections Conference</i>	WSACA/Online	6/8/2021	1.25
Candidate Filing: You're the Help Desk <i>2021 Virtual Washington State Elections Conference</i>	WSACA/OSOS/Online	5/4/2021	1
Local Voters Pamphlet How-to <i>2021 Virtual Washington State Elections Conference</i> <i>Video recording available in LVP Basecamp</i>	WSACA/OSOS/Online	4/20/2021	2
VoteWA 101 – Virtual <i>Video recording available through Service Now</i>	OSOS/Online	3/29/2021 – 4/1/2021	4.5
Elections 101 – Virtual <i>Orientation Training</i>	OSOS/Online	3/29/2021 – 4/1/2021	15
RLA Basics <i>Video recording available through Service Now</i>	OSOS/Online	3/23/2021	1
Secretary Wyman presentation to House Government and Tribal Relations Committee https://www.tw.org/watch/?eventID=2021011276	OSOS/Online	1/18/2021	1
Voting Center & Remote Worker Checklists <i>Security Operations Center training on Voting Center technical setup and remote worker security.</i>	OSOS/Online	9/22/2020 - 9/24/2020	1
Elections 101 – Virtual <i>Orientation Training</i>	OSOS/Online	9/14/2020 – 9/17/2020	15
Redistricting 101 <i>2020 Virtual Elections Conference</i> https://youtu.be/yuK72P7Q2ys	WSACA/OSOS/Online	9/10/2020	1
Electoral College <i>2020 Virtual Elections Conference</i> https://youtu.be/PWVxHbG5UYk	WSACA/OSOS/Online	9/8/2020	0.5
Balancing In-Person and By Mail Voting	WSACA/OSOS/Online	7/16/2020	1

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Best Practices in Reconciliation and Certification <i>2020 Virtual Elections Conference</i> https://youtu.be/yNLLmknVS2w	WSACA/OSOS/Online	7/15/2020	1.5
VoteWA Managing Addresses and Precincts <i>2020 Virtual Elections Conference</i> <i>Video recording available through Service Now</i>	WSACA/OSOS/Online	7/14/2020	1
VoteWA Ballot Return <i>2020 Virtual Elections Conference</i> <i>Video recording available through Service Now</i>	WSACA/OSOS/Online	7/14/2020	1
VoteWA - Ballot Setup/Incumbent Management <i>2020 Virtual Elections Conference</i> <i>Video recording available through Service Now</i>	WSACA/OSOS/Online	7/14/2020	1
Student Hubs/Voting Centers <i>2020 Virtual Elections Conference</i> https://youtu.be/Jh1OFnBYdNI	WSACA/OSOS/Online	7/13/2020	0.5
Universal Registration <i>2020 Virtual Elections Conference</i> https://youtu.be/hi1BmFlqJs	WSACA/OSOS/Online	7/13/2020	1
COOP Planning <i>2020 Virtual Elections Conference</i> https://youtu.be/BdL48UVzTgc	WSACA/OSOS/Online	6/25/2020	1
Incident Response Planning <i>2020 Virtual Elections Conference</i> https://youtu.be/SAzwx1uwj6k	WSACA/OSOS/Online	6/25/2020	1
Crisis Communication Planning <i>2020 Virtual Elections Conference</i> https://youtu.be/wHR_p1Pt7RA	WSACA/OSOS/Online	6/25/2020	1
DHS Virtual Cyber TTX – Virtual Table Top Exercise <i>2020 Virtual Elections Conference</i>	WSACA/OSOS/DHS Online	6/24/2020	4
New Legislation <i>2020 Virtual Elections Conference</i> https://youtu.be/hhx5EKHYLil	WSACA/OSOS	6/23/2020	1
Signature Verification Training <i>2020 Virtual Elections Conference</i>	OSOS/State Patrol Online	6/22/2020 or 6/23/2020	2
Grants 2020 / April Lessons Learned <i>2020 Virtual Elections Conference</i> https://youtu.be/ROM8CqPoZM0	OSOS/Online	5/27/2020	1.5
Candidate Filing Walk through Webinar	OSOS/Online	4/23/2020	1
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

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Hart InterCivic Verity Programming Webinar https://youtu.be/ykO3FmGcbdc	OSOS/Online	1/3/2020	0.5
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 https://youtu.be/2yKvYZ0RfqQ	OSOS/Online	10/19/2019	0.5
Elections 101 – West Side <i>Orientation Training</i>	OSOS/Kirkland	9/10/2019 – 9/11/2019	12
Elections 101 – East Side <i>Orientation Training</i>	OSOS/Cheney	9/17/2019 – 9/18/2019	12
2020 Presidential Primary Envelopes and Materials https://youtu.be/gbinAIRP_Wc	OSOS/Online	8/27/2019	0.5
Ballot Reconciliation Report webinar https://youtu.be/Mz2QL3ykoTs	OSOS/Online	8/17/2019	0.25
Washington State Elections Conference <i>Count the number of hours in which you participated in general or breakout sessions.</i>	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
VoteWA Train the Trainer	OSOS	4/16/2019 – 4/18/2019	22

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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 <i>Count the number of hours in which you participated in general or breakout sessions.</i>	WSACA/ OSOS Spokane	6/11/2018 – 6/14/2018	13.5
Meet EI-ISAC https://youtu.be/ZlqZXLrYD9Y	Co-sponsored EI-ISAC/OSOS	4/2018	0.50
Elections 101 – West Side <i>Orientation Training</i>	OSOS/ Renton	4/10/2018 – 4/11/2018	12
Elections 101 – East Side <i>Orientation Training</i>	OSOS/ Moses Lake	3/20/2018 – 3/21/2018	12
How to Search RCWs and WACs https://youtu.be/1R3aDzYHgfc	OSOS	2/2018	0.75
Reconciliation – What’s New? https://youtu.be/6NaUBFRxjEw	OSOS	7/2017	0.5
Washington State Elections Conference <i>Count the number of hours in which you participated in general or breakout sessions.</i>	WSACA / OSOS Skamania County	6/2017	16
Open Mic Session Ballot Drop Boxes https://youtu.be/pBRYsy9LIcU	OSOS / Online Webinar	6/2017	1.5