

South Carolina State Election Commission Training and Certification Program for County Voter Registration Boards and Election Commissions

Program Purpose: To comply with the South Carolina Code of Laws § 7-5-10, § 7-5-35, and § 7-13-70, provide training to all members and staff of the county voter registration boards and election commissions by furnishing professional development courses related to the voter registration and election community.

Program Goal: Equip participants with knowledge and skills in the areas of voter registration and elections. Provide components to increase the professional image of voter registration and election commission offices with their local governing body, the political parties, the media and the public. Components are also provided for personal development of participants.

Certification: To receive certification, a voter registration or election official or staff member must complete the required components, including core components and electives, within 18 months. Following initial certification, *each person must take at least one training course each calendar year.*

There are currently two types of certification available:

Trac 1 - Voter Registration or Election Commission Members and Directors

This trac is designed for board members and directors of the county voter registration boards and election commissions. Certification is granted upon the completion of:

3 core courses

Duties of the Voter Registration Board

Duties of the Election Commission

Budgeting/Reimbursement of Election Expenses

2 voter registration/election electives (*See attached list of components*)

2 additional electives (*See attached list of components*)

Trac 2 - Voter Registration or Election Commission Staff

This trac is designed for staff members of the county voter registration boards and election commissions. Certification is granted upon the completion of:

2 core courses

Absentee Registration/Balloting

Office Procedures

2 voter registration/election electives (*See attached list of components*)

1 additional elective (*See attached list of components*)

A staff member may take either trac to receive certification; however, it is strongly recommended that a staff member taking Trac 1 for member/directors certification, take the Office Procedures and Absentee components as two of their chosen electives. While all participants are encouraged to take as many components as possible, only one certification will be issued per person.

Components:	Various components are offered each quarter throughout the year. Components are held in Columbia, regionally and in conjunction with an annual conference for voter registration & election officials. Offering components regionally increases accessibility for a larger number of election officials.
Dates and Location of Classes	All core components will be offered in Columbia annually. Other components will be offered around the state at various locations and at various times of the year. A schedule will be e-mailed to all participants and posted on ElectionNet.
Tuition Cost	The cost for each component is \$20.00 and should be paid for before the scheduled class.
Class Capacity	Class size is determined by the class instructor and size of the training facility. If classes are full, additional enrollees will be placed on a waiting list and notified of available spaces as soon as possible. Minimum class size is 10 participants. If a class does not meet the minimum requirement one week prior to its scheduled date, the class may be cancelled. All enrollees will be notified by e-mail, phone or ElectionNet.
Cancellations	We request a cancellation notice within five business days prior to the class in order to receive a credit to be used in the future. If a participant cannot attend a scheduled class, this cost may be credited towards another class. No refunds will be issued to those who do not cancel in advance.
Confirmation	Enrollees may be contacted several days prior to the scheduled date of their classes as a reminder of the date and time of class.
Component Credit	Participants who are more than 15 minutes late to class may be required to take the class at a later date to receive credit. Participants must also remain for the entire class to receive credit. At the end of each class, participants will receive a sign-in sheet which they must sign. Your signature on this sheet will serve as your attendance and will be passed around at the end of each class. It is the responsibility of the participant to sign this form with the requested information.

LIST OF COMPONENTS

Component Name	Board Members & Directors Core Components	Staff Core Components	Voter Registration & Elections Elective Components	Additional Elective Components
Duties of the Voter Registration Board	✓			
Duties of the Election Commission	✓			
Reimbursement of Election Expenses	✓			
Absentee Registration/Balloting *		✓	✓	
Ballot Layout			✓	
Conducting Municipal Elections			✓	
Elections from A-Z			✓	
Election Law Violations			✓	
Election Problems			✓	
Increasing Voter Participation			✓	
Office Procedures *		✓	✓	
Overview of Voter Registration & Elections			✓	
Protest Hearings *			✓	
Quality Voter Registration & Election Office			✓	
Redistricting / Re-Precincting			✓	
Training Poll Managers			✓	
Voting Rights Act Submissions, Introduction			✓	
Voting Rights Act Submissions, Advanced			✓	
Business Etiquette				✓
Business Writing				✓
Communication Skills				✓
Computer Concepts				✓
Delighting the Customer				✓
Disability Awareness and Sensitivity Training				✓
Employee Motivation				✓

Component Name	Board Members & Directors Core Components	Staff Core Components	Voter Registration & Elections Elective Components	Additional Elective Components
Ethics in Government				✓
Exceptional Customer Service				✓
How Adults Learn				✓
Introduction to the Internet - Election Surfing				✓
Legislative Process				✓
Making Effective Presentations				✓
Making Your Board the Best It Can Be				✓
Making S.C. Election Reform Dreams Come True				✓
Media Relations				✓
On Being Organized				✓
Parliamentary Procedures				✓
Promoting a Professional Image				✓
Public Speaking				✓
Records Retention				✓
Team Building Skills				✓
Time and Stress Management				✓
Using Humor to Survive The Election Race				✓
Winning Through Your Attitude				✓
Woman Manager				✓

Classes may be added throughout the program. Check with Heather Sherman at hsherman@elections.sc.gov if there are any questions.

*Classes Strongly Recommended

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