# **CACEO2California Professional Election Administrator Credential program (CalPEAC)**



A joint project of CACEO and the Election Center, presents Courses Five and Six\*, December 9, 2013 at the Secretary of State Building Multipurpose Room, 1500 11th Street, Sacramento, CA 95814.

What is CalPEAC? California has one of the most diverse voter populations carrying with it unique challenges in election administration. Preparing California’s election administrators to meet these challenges is the reason the California Association of Clerks and Election Officials (CACEO) created the California Professional Election Administrator Credential Program (CalPEAC). Upon completion of the program’s 10 courses, participants will be conferred the CalPEAC Credential and be known as a Registered Election Official (REO). Each course addresses a different component of election administration and is instructed by a professional with experience in the subject area. CalPEAC courses are only open to CACEO members.

*\* Note: Course #5 was previously #8 and Course #6 was previously #2*

**COURSE FIVE**

VOTER REGISTRATION PROCESSES AND ALTERNATIVE VOTING *Bruce Sherbet, Former Dallas County Election Director, Instructor*

**Voter Registration** Legal requirements, processes for handling, barriers to overcome, training for nonelection agencies, handling voter groups, deputy registrars, voter drives, and timely data input on voter registrations are included.

**Alternative Voting: Absentee Balloting, Early Voting, Mail Balloting, and others** Looking at and reviewing the various forms of voting that provide an alternative to Election Day polling site voting. Understanding the pluses and minuses of each kind of alternative and the special considerations needed to assure smooth elections with additional alternatives to voters.

**COURSE SIX**

INTEGRITY OF ELECTIONS *Janice Atkinson, Retired Sonoma County Registrar of Voters, Instructor*

**Recounts and Contests** Recounts and contested elections create the most stressful examination of the process and the course provides an understanding of how and when and what to do to assure a fair process for all that is accurate for the candidates and the public. What developments need to be made to assure integrity of questioned election results and how to manage the observation of that process is the kind of material covered in this course.

**Post Election: Qualifying Provisional Ballots, Canvassing and Certification** Using provisional ballots to assure that voters have a method of casting ballots should there have been official’s errors in determining voter eligibility is the kind of subject covered. Additionally, covering the state law and regulations related to provisional ballots, conducting an accurate and effect canvass of the votes and then preparing and reconciling the votes for certification of the results.

**Hotel Reservations** can be made at the Hyatt Regency Sacramento, 1209 L Street, Sacramento. To receive the special guest room rate of $158/night, single or double, plus taxes, please identify yourself as an attendee of the California Association of Clerks and Elections Officials when you make your reservation. To ensure room rate/availability, make reservations by November 15th. Reservations can be made online at: [https://resweb.passkey.com/go/2013ELEC](https://www.google.com/url?q=https%3A%2F%2Fresweb.passkey.com%2Fgo%2F2013ELEC&sa=D&sntz=1&usg=AFQjCNFBVKMlXXd9fOu18zrkfO34OqBnpg); or by calling 888-421-1442.

**Ready to Graduate?** If you have completed all courses, you will qualify to graduate upon completion of the courses offered in Sacramento. The graduation ceremony will be held directly after the completion of the final course on December 9, 2013. *Please note that Course #5 was previously #8 and Course #6 was previously #2.* You may confirm your prior course attendance by emailing Donna Johnston at [djohnston@co.sutter.ca.us](mailto:djohnston@co.sutter.ca.us) or Tricia Webber at [tricia.webber@co.santa-cruz.ca.us](mailto:tricia.webber@co.santa-cruz.ca.us)

Please check the box and clearly print your name as you would like it to appear on your certificate.

Yes, I will graduate.

(Clearly print your name)

**Registration (***Deadline is November 30, 2013. Cancellation after this date will result in a forfeiture of your registration fee)*

*Snacks will be provided. Lunch is on your own*. Mail check to Santa Cruz ROV, Attn: Tricia Webber, 701 Ocean Street, Santa Cruz, CA 95060

Course Five: Monday, December 9, 2013 8:30 am – 11:30 am $150.00  Yes, I would like to attend

Course Six: Monday, December 9, 2013 1:00 pm – 4:00 pm $150.00  Yes, I would like to attend

Total Number of Courses \_\_\_\_\_\_ x $150.00 - $\_\_\_\_\_\_\_\_  Check enclosed (Payable to CACEO)

Please complete a registration form for each attendee.

Name Title / Employer (Agency)

Address

Phone email address