

## California Professional Election Administrator Credential program (CalPEAC)

A joint project of CACEO and the Election Center, presents Courses 7, 8, 9 & 10, December 8 & 9, 2014 at the Secretary of State's Training Room, 1500 11<sup>th</sup> St, 2<sup>nd</sup> Floor, 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.

### COURSE SEVEN

**REQUIREMENTS FOR PRECINCTS & POLLING PLACES: MANAGEMENT ISSUES/SERVING VOTERS WITH SPECIFIC NEEDS**  
*Chris McGinn, North Carolina Central University Assistant Professor, Instructor*

This course covers all aspects of precincts and polling places including redistricting, precinct changes, accessibility laws and regulations, and the use of mitigations.

### COURSE EIGHT

**MANAGING THE ELECTION OFFICE** *Deborah Seiler, Retired San Diego County ROV, Instructor*

This course provides an overview of elections administration and includes budgeting, purchasing, calendaring and staffing and helpful hints and examples.

### COURSE NINE

**EMERGENCY PLANNING** *Jill LaVine, Sacramento County ROV and John Tuteur, Napa County ROV, Instructors.* This course centers creating an emergency plan to conduct your election when faced with a multitude of emergencies such as natural disasters, manmade disasters and last minute polling place changes.

### COURSE TEN

**HOW TO DEVELOP AND IMPLEMENT NEW LEGISLATION** *Michael Vu, San Diego County ROV, Instructor*

This course covers legislation from its inception to its implementation. Learn how to market your idea, navigate through the different committees, make amendments, and what it takes to implement the new legislation.

**Hotel Reservations** can be made at the Hyatt Regency, 1209 L Street, Sacramento. To receive the special guest room rate of \$160/night plus applicable taxes, please identify yourself as an attendee of the California Association of Clerks and Elections Officials when you make your reservation. Reservations can be made online at <https://resweb.passkey.com/go/2014CCA4>; 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, 2014. 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@santacruzcounty.us](mailto:tricia.webber@santacruzcounty.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 December 1, 2014. Cancellation after this date will result in a forfeiture of your registration fee)  
*Snacks will be provided. Lunch is on your own.*

Course Nine: Monday, Dec. 8, 2014 8:30 am – 11:30 am	\$150.00	Yes, I would like to attend
Course Ten: Monday, Dec. 8, 2014 1:00 pm – 4:00 pm	\$150.00	Yes, I would like to attend
Course Seven: Tuesday, Dec. 9, 2014 8:30 am – 11:30 am	\$150.00	Yes, I would like to attend
Course Eight: Tuesday, Dec. 9, 2014 1:00 pm – 4:00 pm	\$150.00	Yes, I would like to attend

Please mail payment to Santa Cruz Elections Attn: Tricia, 701 Ocean St Rm 210, Santa Cruz, CA 95060

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 \_\_\_\_\_