

Election Training Requirements – 2012

The Fairfax County Office of Elections is conducting training classes for all Election Officers in response to the 2011 State Board of Elections mandate, VA Code § 24.2-103 B; § 24.2-115. Attendance at one class by late October 2012 is mandatory for all Election Officers if you expect to work in the November General Election and in subsequent years. This includes Chief and Assistant Chief officers, and does not take the place of their usual required pre-election class.

Because space is very limited in each session, Election Officers are asked to sign up for only one class this year. If you need more machine practice, sign up for EO 103, the machine hands-on workshop (see second chart).

Training classes	Curriculum	Required for	Class duration
For Election Officers			
EO 101	Basic precinct procedures, including machine training on Electronic Pollbooks, Touch Screen and Optical Scan voting units	All Officers who have never gone through training before	3 hours
EO 102	Refresher on precinct procedures and use of voting machines; Electronic Pollbook training on new system*	All Officers who have previously completed an EO training class	2 ½ hours
For Chief and Assistant Chief Officers ONLY			
C 101	Covers precinct operations from the point of view of these positions. It will include information for handling Poll watchers, solving problems using the What Ifs, completing the SOR, opening and closing both types of voting systems. It will also include Chief-specific information on using the Electronic Pollbook machines.	All Chief or Assistant Chief Officers who have never served in these positions before Depending on the date that this class is attended, it may or may not count for C/AC training in preparation for a specific election.	2 ½ hours
C 102	Refresher on precinct procedures and use of voting machines; Electronic Pollbook training on new system* -- all from the perspective of a Chief or Assistant Chief Officer	All Chief and Assistant Chief Officers who have previously served in these positions	2 hours
*Electronic Pollbook training is new this year. EO 102 or C 102 is mandated for any officer <u>before</u> working in a precinct using these machines, even if they completed similar training in 2010. All officers will get this training before year's end.			

Training Schedule: Training classes should begin in early February and continue through October 2012. Actual dates, times and locations for the classes will be listed on the Office of Elections website [www.fairfaxcounty.gov/eb – Working at the Polls] as soon as they are finalized.

Advance reservations for a training class are required...by email to elect@fairfaxcounty.gov; or by calling the office, 703-324-4735. Seating is limited in all sessions in order to provide important hands-on training experiences. When you respond, please indicate a first and second class choice. *We will contact you **only** if you cannot be placed in your first choice.*

In the event of inclement weather, classes will be cancelled if Fairfax County Government is closed or the workers are authorized to take “Unscheduled Leave” as reported in the local TV or electronic media.

Special Note concerning EO 102 and C 102 classes:

Classes in February are initially reserved for the officers who will be serving in precincts using the updated Electronic Pollbooks for the March Republican Primary. You will be told if this applies to you when you are assigned. A prompt reservation for a class is important so you can be trained in time to serve in the election. You must attend in order to serve! If you sign up for one of these classes and are not assigned to an Electronic Pollbook precinct, we reserve the right to change your class to a different one if the spot is needed to accommodate an officer assigned to an Electronic Pollbook precinct.

Classes in March are open to all Election Officers who want to serve in 2012 and beyond.

Classes in April and May are initially reserved for Election Officers who will be serving in precincts using the updated Electronic Pollbooks in the June Federal Primary. (These will be different precincts from the ones who used these machines in March.) You will be told if this applies to you when you are assigned. A prompt reservation for a class will be important so you can be trained in time to serve in the election. You must attend in order to serve. If you sign up for one of these classes and are not assigned to an Electronic Pollbook precinct, we reserve the right to change your class to a different one if the spot is needed to accommodate an officer assigned to an Electronic Pollbook precinct.

Classes for July through October are open to those Election Officers who have not trained previously this year and expect to continue to serve as an Election Officer in Fairfax County.

OK...you have gone through retraining but you still want some practice:

	Review Workshops	Purpose	Duration
EO 103	Election Officer Machine Review practice workshop	An open session of hands-on practice with the voting machines and Electronic Pollbook for precinct Election Officers	30 - 45 minutes of class space
C 103A	Statement of Results workshop	Chief/Assistant Chief training session on how to complete an accurate and complete Statement of Results	TBD
C 103B	Voting Machines workshop	Chief/Assistant Chief refresher hands-on workshop on the mechanics of setting up and closing down both the Touch Screen	TBD

		and Optical Scan voting systems. It will include some hints on trouble-shooting machine problems that occasionally occur on Election Day.	
C 103C	Electronic Pollbook workshop	Chief/Assistant Chief refresher hands-on workshop on the use of an Electronic Pollbook in a precinct, from the point of view of these particular officer positions.	TBD