

# Fairfax County Office of Elections

## Information concerning Election Officer Training

April – June 2012

Training Classes will continue to be offered from April 16 to June 1, 2012, and will fulfill the State Board of Elections current mandate for training. Additional classes will be held in Fall 2012. All sessions will be listed on the Fairfax County Office of Elections website as soon as the dates are set.

- By Virginia Code, §24.2-115, all Election Officers, Chief and Assistant Officers must have completed a current 101 or 102 level class, appropriate to the position they are serving in, before serving in any Fairfax County elections, *as of November 2012*.
- **Advance registration is required for all classes and workshops** as space is limited for each session in order to provide proper hands-on training. (Prompt registration is encouraged to secure a specific date or time.)
- **To register, provide your name, phone number and indicate a first and second class choice. Your class will be confirmed ONLY if your first class choice is not available. We will not contact you to confirm your class registration unless your first choice is not available or cancelled.**
  - By email to [electionofficers@fairfaxcounty.gov](mailto:electionofficers@fairfaxcounty.gov)
  - By phone to 703-324-4751; you will have to leave a message with the above information so be sure to speak clearly.

Additional classes will not be added to the schedule in June due to severe space constraints at the Government Center that week. Please do not wait until the last minute to volunteer to serve or to register for a class. Remember: you must be trained in 2012.

- **All class sessions begin on time.** If you cannot make the time for your class, please contact the Office of Elections and reschedule.
- **Class Locations**
  - Most classes will be held at
    - Fairfax County Government Center Conference Room 315-C  
12000 Government Center Parkway Fairfax, VA
  - A few classes (see schedules) will be held at
    - Mount Vernon Governmental Center Conference Rooms  
2511 Parkers Ln Alexandria, VA
    - Dolley Madison Library Meeting Room **(ALL CANCELLED)**  
1244 Oak Ridge Avenue McLean, VA

NOTE: 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.

## FOR CHIEF AND ASSISTANT CHIEF OFFICERS

**Important Notice:** These sessions DO NOT replace the mandatory training (C 103) for these officers before every election. See box below for those dates.

### C 101 **Chief & Assistant Chief Basic Course** [class will last 2 ½ to 3 hours]

Required of all new, first-time C / AC Officers

All Classes @ Fairfax County Government Center –

~~Thursday, May 10 at 6:30 p.m. CANCELLED~~

~~Wednesday, May 16 at 6:30 p.m. CANCELLED~~

C 101 Thursday, May 24 at 1:30 p.m.

C 101 Wednesday, May 30 at 9 a.m.

C 101 Friday, June 1 at 1:30 p.m.

### C 102 **Chief & Assistant Chief Refresher Course** [class will last about 2 ½ hours]

Required for experienced C / ACs not previously trained in 2012

Classes @ Mount Vernon Governmental Center –

C 102 Monday, April 16 at 6:30 p.m.

C 102 Tuesday, April 17 at 1:30 p.m.

~~Classes @ Dolley Madison Library, McLean –~~

~~Tuesday, May 15 at 1:30 p.m. CANCELLED~~

Classes @ Fairfax County Government Center –

~~Monday, April 23 at 6:30 p.m. CANCELLED~~

C 102 Tuesday, April 24 at 1:30 p.m.

C 102 Thursday, April 26 at 9 a.m.

~~Friday, April 27 at 9 a.m. CANCELLED~~

~~Monday, April 30 at 9 a.m. CANCELLED~~

~~Thursday, May 3 at 6:30 p.m. CANCELLED~~

~~Friday, May 4 at 1:30 p.m. CANCELLED~~

~~Monday, May 7 at 1:30 p.m. CANCELLED~~

C 102 Friday, May 11 at 1:30 p.m.

C 102 Thursday, May 17 at 9 a.m.

C 102 Monday, May 21 at 6:30 p.m.

C 102 Tuesday, May 22 at 1:30 p.m.

C 102 Friday, May 25 at 9 a.m.

C 102 Thursday, May 31 at 6:30 p.m.

### C 103 **Mandatory Training Class for all serving as Chief or Assistant Chief Officers for June 12 election** at the Fairfax County Government Center

[FYI: Parking will be restricted for all these sessions due to set-up for Celebrate Fairfax; arrive early!]

C 103 Monday, June 4<sup>th</sup> at 10 a.m., 1 p.m. and 7 p.m.

C 103 Tuesday, June 5<sup>th</sup> at 10 a.m. and 7 p.m.

at the Mount Vernon Governmental Center [2511 Parkers Lane, Alexandria]

C 103 Wednesday, June 6<sup>th</sup> at 10 a.m.