

# 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 ELECTION OFFICERS

**EO 101**      ***Election Officer Basic Course*** [class will last about 3 hours]  
Required of all **new** Election Officers

*Classes @ Mount Vernon Governmental Center –*

Monday, April 16 at 1:30 p.m.

~~Wednesday, April 18 at 9 a.m. **CANCELLED**~~

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

~~Monday, May 14 at 1:30 p.m. **CANCELLED**~~

*Classes @ Fairfax County Government Center –*

EO 101 Tuesday, April 24 at 9 a.m.

~~Wednesday, April 25 at 1:30 p.m. **CANCELLED**~~

~~Thursday, April 26 at 6:30 p.m. **CANCELLED**~~

EO 101 Saturday, April 28 at 9 a.m.

~~Monday, April 30 at 1:30 p.m. **CANCELLED**~~

~~Thursday, May 3 at 9 a.m. **CANCELLED**~~

~~Monday, May 7 at 6:30 p.m. **CANCELLED**~~

EO 101 Thursday, May 10 at 9 a.m.

EO 101 Thursday, May 17 at 1:30 p.m.

~~Friday, May 18 at 9 a.m. **CANCELLED**~~

EO 101 Monday, May 21 at 9 a.m.

~~Wednesday, May 23 at 1:30 p.m. **CANCELLED**~~

EO 101 Thursday, May 24 at 6:30 p.m.

EO 101 Wednesday, May 30 at 6:30 p.m.

EO 101 Thursday, May 31 at 1:30 p.m.

**EO 102**      ***Election Officer Refresher Course*** [class will last about 2 ½ hours]  
Required for experienced EO's not previously trained in 2012

*Classes @ Mount Vernon Governmental Center*

Tuesday, April 17 at 9 a.m.

Tuesday, April 17 at 6:30 p.m.

Wednesday, April 18 at 1:30 p.m.

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

~~Monday, May 14 at 6:30 p.m. **CANCELLED**~~

~~Tuesday, May 15 at 9 a.m. **CANCELLED**~~

*Classes @ Fairfax County Government Center –*

EO 102 Monday, April 23 at 1:30 p.m.

EO 102 Wednesday, April 25 at 6:30 p.m.

EO 102 Thursday, April 26 at 1:30 p.m.

~~Friday, April 27 at 1:30 p.m. **CANCELLED**~~

~~Saturday, April 28 at 1:30 p.m. **CANCELLED**~~

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

~~Wednesday, May 2 at 6:30 p.m. **CANCELLED**~~

~~Thursday, May 3 at 1:30 p.m. **CANCELLED**~~

~~Friday, May 4 at 9 a.m. **CANCELLED**~~

~~Monday, May 7 at 9 a.m. **CANCELLED**~~

EO 102 Tuesday, May 8 at 1:30 p.m.

EO 102 Tuesday, May 8 at 6:30 p.m.

~~Wednesday, May 9 at 9 a.m. **CANCELLED**~~

~~Wednesday, May 9 at 1:30 p.m. **CANCELLED**~~

~~Wednesday, May 9 at 6:30 p.m. **CANCELLED**~~

EO 102 Friday, May 11 at 9 a.m.

EO 102 Wednesday, May 16 at 1:30 p.m.

EO 102 Thursday, May 17 at 6:30 p.m.

~~Friday, May 18 at 1:30 p.m. **CANCELLED**~~

EO 102 Tuesday, May 22 at 9 a.m.

~~Wednesday, May 23 at 6:30 p.m. **CANCELLED**~~

EO 102 Friday, May 25 at 1:30 p.m.

EO 102 Tuesday, May 29 at 9 a.m.

EO 102 Tuesday, May 29 at 6:30 p.m.

EO 102 Friday, June 1 at 9 a.m.

## EO 103

### ***Refresher Workshop for the Electronic Pollbook and Voting Machines***

Each session will provide a 30-minute timeslot for a hands-on review of what was learned in training about setting up the EPB system and using it to check in voters. Voting Machines will also be available to review voting procedures. Instructors will be present to answer your questions.

This workshop is meant primarily for officers trained in February who did not use EPBs in their precincts in March, but will also be open to other February trainees.

Advance registration for a session is **mandatory** due to space limitations. You may only sign up for one of these refresher sessions.

All sessions will be held at the Fairfax County Government Center, conference room 315-C.

Time with the machines begins promptly as scheduled, and ends 30 minutes later.

EO 103 Tuesday, May 22 – at 6:30 p.m.

– at 7:30 p.m.

– at 8:30 p.m.

EO 103 Thursday, May 24 – at 9 a.m.

– at 10 a.m.

– at 11 a.m.

EO 103 Tuesday, May 29 – at 1:30 p.m.

– at 2:30 p.m.

– at 3:30 p.m.

EO 103 Thursday, May 31 – at 9 a.m.

– at 10 a.m.

– at 11 a.m.