Colorado Election Official Certification Program
Overview

• Program launched in 2006
  • 2-3 days of in-person classes at biennial conferences

• Certification requirements
  • 8 core course credits
  • 6 elective course credits

• Recertification requirements
  • 1 core class or 2 electives each year
Overview

• Regional training options added in 2007
  • Initially offered in addition to biennial trainings at the county conferences
  • Shifted fully to regional model for in-person training in 2010
  • Currently offer 2 days of classes in the spring and 1 in late summer/fall

• Online training added in 2010
  • 5 classes the first year
  • 17 classes available, adding 2 this year
  • On-demand training option for new staff
Current certification requirements

• County clerk must certify within 6 months from taking office or before conducting their first election
• Staff must certify within first year of employment
• Initial certification
  • 8 core course credits, with at least one specifically relevant to job duties
  • 6 elective course credits
  • At least one course must be in-person
• Continuing education
  • 4 course credits per year and at least 1 in-person every 4 years
In-person courses

DAY 1: Coordinated Elections and Intergovernmental Agreements

(2 credits)

Every November, the county clerk becomes the coordinated election official for the jurisdictions in the clerk's county. This course covers the basics of what a coordinated election is and how it is similar to and different from a general election. Through small group discussions, activities, and instruction participants will review property owner ballots, allocating costs, working with coordinating entities, placing issues and questions on the ballot, Intergovernmental Agreements (IGAs), and TABOR notices. The course will also include a discussion on writing IGAs with a focus on clear language. Participants should take the online Elections 101 course in advance of this class.

CLASS TIME: 8:00 am to 4:00 pm

PRE-REQUISITE: Elections 101

DAY 2: Communicating Effectively in the Current Environment

(1 credit)

In recent years, we've seen a rise in mis and dis-information about elections and election processes leading to decreasing public confidence in elections and government as a whole. Successfully countering false narratives is difficult and can be resource consuming. In addition, elections workers have received increasingly frequent threats. In Colorado, these threats have targeted state and county officials, election administrators, and even election judges. How do we effectively communicate with voters in this difficult environment? This course will discuss tactics and tools for engaging voters and establishing your office as a trusted source of election information. We'll review and practice strategies for addressing conflict while also assessing risk. And we'll talk about the importance of caring for ourselves and our teams as we navigate this challenging period. Participants should take the online Public Service 101 course in advance of this class.

CLASS TIME: 1:00 pm to 4:00 pm

PRE-REQUISITE: Public Service 101
In-person courses

Class 1:
Training Pollworkers
(Agent Learners)

Time: 9am - 12:00pm
Credit: 1 in-person

Course Summary:
During the election, do you find yourself saying, “But I went over that in training.” This course will offer tips and tricks on how to improve your judge training, so your election judges listen and remember. Learn how to make your judge manuals and PowerPoint presentations more effective and how to use adult learning strategies to make your message stick.

Class 2:
Primary Elections & Effective Voter Communication

Time: 1:00pm - 4:00pm
Credit: 1 in-person

Course Summary:
Proactive communication is important to all aspects of the elections process, but with the increase of misinformation related to elections, clear and effective communication is critical. This course will focus on communicating facts and information about the Primary Election, party affiliation, ballots, and processes. We’ll discuss how to build and implement an effective communications plan, set communication goals, and leverage trusted voices.