[Jurisdiction] Election Academy
COURSE OVERVIEW

Class 1: Introduction to Elections and Election Administration—April

* Overview of elections administration
* History of voting and elections in [state/jurisdiction], including federal requirements
* Activity: Facility tour
* Activity: Staff meet and greet

Class 2: Voter Registration and Canvass—May

* Registration process
* List maintenance
* Canvass procedures

Class 3: Polling Places and Poll Workers—May/June

* Chain of custody
* Processing voters and issuing ballots

Class 4: **Early Voting, Absentee Ballots and Election Day Registration**—**September**

* Processing vote-by-mail applications
* Coordinating polling places
* Hiring poll workers
* Activity: Attend poll worker training

Class 5: Tabulator Testing Observation—October

* End-of-day reconciliation
* Additional activities:
	+ Observe equipment testing—October
	+ Attend check-in poll worker training—October
	+ Attend electronic pollbook training—October
	+ Attend another specialized poll worker training (names vary by jurisdiction, but examples include supervisor, ballot clerk, tech, tabulator clerk and greeter)—October

Class 6: Post-Election Activities—November

* Canvass
* Provisional ballots
* Recounts
* Audits
* Certification
* Records retention