

ATTACHMENT D

Local Election Official Training Required

County voter registration and elections board members, county directors and staff are required to complete a training and certification program administered by the State Election Commission.

Training requirements are as follows:

- County voter registration and elections board members (6 classes)
 - Two core components
 - Two election electives
 - Two professional development electives
 - One continuing education component each calendar year
- County directors (11 classes)
 - Four core components
 - Three management/leadership components
 - Two election electives
 - Two professional development electives
 - Two continuing education components each calendar year
- County staff (7 classes)
 - Three core components
 - Two election electives
 - Two professional development electives
 - One continuing education component each calendar year

ATTACHMENT E

Steps to Ensure Local Officials Obtain Training

County voter registration and elections board members must complete the training and certification program within 18 months of their appointment. Once certification is obtained, county board members must complete one training component or attend the South Carolina Association of Registration and Election Officials conference each year.

Board members who are not compliant with the training and certification program requirements are:

- Not provided with a stipend unless a written request detailing an extenuating circumstance is approved by the legislative delegation. (Proviso 101.7 (Training and Certification Program), 2016-2017, Appropriations Act Part 1B (101-E280 Election Commission)).
- Reported to the Governor's Office each quarter for removal unless the Governor grants the member an extension to complete the training and certification program based on extenuating circumstances. (SC Code Ann. § 7-5-10 (D)(2)).
- Reported to the legislative delegation. (Proviso 101.7 (Training and Certification Program), 2016-2017, Appropriations Act Part 1B (101-E280 Election Commission)).

The SEC takes the following steps to ensure local officials have the opportunity to receive training:

- Carefully evaluates participant needs to offer a sufficient number of each type of class to ensure all participants have the opportunity to become certified within the requisite time period and to remain certified during the course of their service. This results in approximately 30 – 35 classes being offered each year.
- Offers Saturday classes.
- Provides training in various regional locations throughout the state.
- Provides a Training Management System which allows board members, directors, and staff to:
 - Register for classes.
 - Make online payments for classes.
 - Track certification progress.