

State Election Administrators Training

SEAT Certification Renewal Application

Certification Renewal Requirements

1. Renewal status is required every four years following your graduation date.
2. Renewal applicants must have at least 18 hours of continuing education credits every four years.
3. The deadline for submitting renewal applications is December 31 of your renewal year.
4. Mail applications to: SEAT Board, c/o Iowa Secretary of State's Office, Lucas State Office Building, Des Moines, Iowa 50319 or fax to (515) 281-4682.

Name

County

Office E-mail Address

Office Address

Telephone

City, Zip

Fax

Graduation Date

Year Current Certification Expires

Signature

Date

SEAT Continuing Education Course Attendance Record
(Additional documentation not required.)

Date	Location	Number of Hours Attended
Total Hours Attended		

Signature

Date

SEAT Board use only

Date Received _____ Attendance Verified _____ Renewal Issued _____

In lieu of a SEAT Continuing Education Course, continuing education credits may be obtained by attending an election / voter registration related conference or workshop. Documentation is required to obtain credits at non-SEAT sponsored conferences or workshops. Required documentation includes but is not limited to conference or workshop brochure; agenda with detailed course description; certificate or letter from sponsor verifying attendance.

Date	Name of Conference or Workshop	Sponsor	Number of Hours Attended
Total Hours Attended			

Signature _____

Date _____

SEAT Board use only

Conference / workshop evaluated and _____ meets OR _____ does not meet criteria for credit

Comments

Signature of Reviewer: _____

Date _____

Please allow 30 days for processing.