

# State Election Administrators Training

## SEAT Accreditation Renewal Policy

### Scope and intent

This policy applies to graduates of the Iowa State Election Administrators Training (SEAT) program, for which an individual receives a certification of the graduate's accreditation as a Certified Iowa State Election Administrator, which certification is valid through December 31<sup>st</sup> of the fourth calendar year following graduation.

It is the intent of this policy to encourage continuing education in the field of election administration and voter registration, and to define and describe the method by which a graduate may earn and receive a recertification of the graduate's accreditation.

### Qualifying educational classes

Qualifying educational classes include both SEAT continuing education courses and SEAT Core courses (SEAT Courses).

In lieu of SEAT courses, a graduate may earn continuing education credit for attending classes or courses offered at non-SEAT sponsored conferences or workshops (Alternative Courses). Alternative Courses may include, but may not be limited to, courses offered by one of the following entities:

- 1) The Election Center
- 2) The Midwest Election Officials Conference (MEOC)
- 3) The National Association of Secretaries of State (NASS)
- 4) The National Association of State Election Directors (NASED)
- 5) The International Association of Clerks, Recorders, Election Officials, and Treasurers (IACREOT)

Qualifying educational classes include only those SEAT Courses or Alternative Courses that:

- 1) a graduate attends or teaches
- 2) have a content directly related to the field of election administration and/or voter registration
- 3) were offered during the four-year period following the applicant's graduation or most recent renewal of accreditation

Final decisions as to the qualification of specific Alternative Courses are the sole discretion and judgment of the SEAT board.

## **Class hours and credits**

One class hour of a qualifying educational class equals one credit.

## **Renewal process**

To renew accreditation as a Certified Iowa State Election Administrator, a graduate must successfully complete **eighteen (18)** credits and complete and file a SEAT Certification Renewal Application (Application). The Application must include the date, location, and number of hours attended for each qualifying educational class, and must be filed with an individual designated by the SEAT board (Reviewer). The Reviewer shall review the application to determine whether it meets the requirements of this policy. If the Application meets these requirements, the graduate will be issued a certificate renewing the graduate's accreditation as a Certified Iowa State Election Administrator. If the Reviewer decides that an application does not meet these requirements, the graduate may appeal by writing to the SEAT Board Chair and requesting that the full SEAT board reconsider the Reviewer's determination.

## **Documentation of Alternative Courses**

For each Alternative Course for which the graduate seeks credit, the graduate must include with the Application supplemental documentation of the name and date of the Alternative Course and the name of the entity sponsoring the course (Documentation). Documentation may include, but may not be limited to one of the following:

- 1) course registration receipt showing the name of the graduate
- 2) a conference or workshop brochure
- 3) conference or workshop agenda

Documentation must include a detailed course description that demonstrates course content directly related to the field of election administration and voter registration.

## **Renewal period**

Renewal of a graduate's accreditation as a Certified Iowa State Election Administrator is required no later than December 31<sup>st</sup> of each fourth calendar year following his/her initial graduation date.