

State Election Administrators Training

Core Course I
April 21-23, 2015

Hilton Garden Inn Jordan Creek
205 S 64th St
West Des Moines, Iowa

Schedule

		<u>Credits</u>
Tuesday, April 21		6.00
8:30 – 9:00 a.m.	Registration	
9:00 – 9:15 a.m.	Welcome & Housekeeping	
9:15 – 10:15 a.m.	Election Basics Secretary of State's Office	1.00
10:15 a.m. – 12:15 p.m.	Voter Registration Part 1 Secretary of State's Office	2.00
12:15 – 1:00 p.m.	Lunch	
1:00 – 2:30 p.m.	Voter Registration Part 2 Secretary of State's Office	1.50
2:30 – 2:45 p.m.	Break	
2:45 – 4:15 p.m.	Preparing Election Equip Carla Becker, Delaware County Auditor	1.00

Wednesday, April 22		8.00
7:00 – 8:00 a.m.	Breakfast	
8:00 – 9:00 a.m.	Breakout sessions	1.00
	Election Planning Secretary of State’s Office	
	Preparing Test Decks JJ Breen, Linn County Auditor’s Office	
9:00– 10:00 a.m.	Breakout sessions	1.00
	Election Planning Secretary of State’s Office	
9:00– 10:00 a.m.	Preparing Test Decks JJ Breen, Linn County Auditor’s Office	
10:00 – 10:15 a.m.	Break	
10:15 – 11:15 a.m.	School and City Elections Eric Van Lancker, Clinton County Auditor	1.00
11:15 a.m. – 12:15 p.m.	Canvassing Elections Tim Box, Deputy of Elections, Linn County	1.00
12:15 – 1:00 p.m.	Lunch	
1:00 – 3:00 p.m.	Breakout sessions	2.00
	Tools of the Trade – Election Laws Secretary of State’s Office	
	Voter Registration Part 3 Lucy Martin, Story County Auditor Secretary of State’s Office	
3:00 – 3:15 p.m.	Break	

Wednesday, April 22 (continued)

3:15 – 5:15 p.m. Breakout sessions 2.00

Tools of the Trade – Election Laws
Secretary of State’s Office

Voter Registration Part 3
Lucy Martin, Story County Auditor
Secretary of State’s Office

Thursday, April 23

6.00

7:00 – 8:00 a.m. Breakfast

8:00 – 11:15 a.m. Absentee: By Mail (includes 15 min break) 3.00
Secretary of State's Office
Eric Loecher, Linn County Auditor's Office
Stephanie Burke, Montgomery County Auditor

11:15 a.m. – 12:00 p.m. Lunch

12:00 – 3:15 p.m. Absentee: In Person 3.00
Secretary of State's Office
Eric Loecher, Linn County Auditor's Office

3:15 p.m. Housekeeping and Dismissal