



Application for Election Administrator Certification

Certification of election administrators is governed by state statutes (see [Chapter 29A.04 RCW](#), [RCW 36.22.220](#), and [RCW 36.22.230](#)) and rules (see [Chapter 434-260 WAC](#)).

Requirements for Initial Certification

See [WAC 434-260-220](#).

Applicants for initial certification must meet the following requirements:

- Complete the Secretary of State's mandatory certification course (Elections 101) within five years prior to the date of application.
- Two years of service as an election administrator in a state or county elections office during the three years prior to the date of application.
- Take and passing the written elections administrator exam.
- Participate in at least 40 hours of conferences and workshops during the five years prior to the date of application.
 - At least 30 of the required 40 hours must be election-specific training.
 - At least 20 hours must specifically address Washington state elections.
 - Training must include attending the Washington State Elections Conference.
 - Up to four hours may be for observing election procedures in other county election departments.
 - Up to two hours may be for participating in elections panels or committees.
 - Up to 10 hours may be for professional development courses, subject to approval by the county auditor or elections director.
- Have a high school diploma or equivalent.

Requirements for Renewal Certification

See [WAC 434-260-300](#).

Applicants for renewal certification must meet the following requirements during the renewal period (January 1 of an even-numbered year to December 31 of the following odd-numbered year):

- Continuous service as an election administrator in a state or county elections office.
- Participate in at least 40 hours of conferences and workshops.
 - At least 30 of the required 40 hours must be election-specific training.
 - At least 20 hours must specifically address Washington state elections.
 - Training must include attending the Washington State Elections Conference.
 - Up to four hours may be for observing election procedures in other county election departments.
 - Up to two hours may be for participating in elections panels or committees.
 - Up to 10 hours may be for professional development courses, subject to approval by the county auditor or elections director.

The first time you renew, you may include training that was included in your initial application that was completed during the renewal period.

Applications for certification renewal must be submitted by December 31 of odd-numbered years.



Application for Election Administrator Certification

Application Process



Applications are best completed in a dedicated PDF viewing application such as [Adobe Acrobat](#) or [Adobe Acrobat Reader](#). Applications completed in a browser window such as [Chrome](#), [Edge](#), or [Firefox](#) will have a less than optimal experience.

Applicant:

1. Complete the application.
2. Your typed name functions as your signature.
3. Email the completed application to the approving authority for your county.
Approving authorities are listed on the final page of the application.

If using Adobe Acrobat or Adobe Acrobat Reader, the non-printing button below the signatures labeled "Send to approver" button will facilitate sending the application to the designated approving authority for your county.

Approving Authority:

1. Review the application.
2. If approved, complete the "Approving Authority Signature" section.
3. Your typed name functions as your signature.
4. Email the completed application to Certification & Training at ctsupport@sos.wa.gov.

If using Adobe Acrobat or Adobe Acrobat Reader, the non-printing button below the signatures labeled "Send to state" will facilitate sending the form to Certification & Training.

OSOS – Certification & Training:

1. Review the application.
2. If approved, complete the "OSOS – Certification & Training Approval" section.
3. Notify the applicant and approving authority of the status of each application.



Application for Election Administrator Certification

Applicant information

| | |
|--|---------------|
| Name | Email Address |
| County Name (Employer) | Job Title |
| Application Type Initial certification (complete next section) Renewal certification (skip next section) | |

For initial certification only

| | | |
|---|-------------------------------|----------------------|
| Elections Employment Start Date | Elections 101 Completion Date | Exam Completion Date |
| Have you worked in elections for two out of the last three years? | | Yes No |
| Do you have a high school diploma or equivalent? | | Yes No |

Training hours – Complete below, continue on next page, or attach list

| # | Hours | Title | Date(s) | Sponsor | Category |
|----|-------|-------|---------|---------|----------|
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Application for Election Administrator Certification

Training hours – Continued

| #Hours | Title | Date(s) | Sponsor | Category |
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Applicant Signature

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|----------------------------|------|
| Signature – Type your name | Date |
|----------------------------|------|

Approving Authority Signature

| | |
|----------------------------|------|
| Signature – Type your name | Date |
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OSOS - Certification & Training Approval

| | |
|----------------------------|------|
| Signature – Type your name | Date |
|----------------------------|------|



Application for Election Administrator Certification

Application approvers

| | | | |
|--|--|---|---|
| Adams County Heidi Hunt | Asotin County Darla McCay | Benton County Brenda Chilton | Chelan County Skip Moore |
| Clallam County Shoona Riggs | Clark County Greg Kimsey | Columbia County Will Hutchens | Cowlitz County Carolyn Fundingsland |
| Douglas County Thad Duvall | Ferry County Dianna Galvan | Franklin County Matt Beaton | Garfield County McKenzie Lueck |
| Grant County Michele Jaderlund | Grays Harbor County Joe MacLean | Island County Sheilah Crider | Jefferson County Brenda Huntingford |
| King County Julie Wise | Kitsap County Regina McRay | Kittitas County Bryan Elliott | Klickitat County Heather Jobe |
| Lewis County Larry Grove | Lincoln County Chandra Schumacher | Mason County Steve Duenkel | Okanogan County Carrie Hall |
| Pacific County Alex Gerow | Pend Oreille County Marianne Nichols | Pierce County Kyle Haugh | San Juan County Natasha Warmenhoven |
| Skagit County Sandy Perkins | Skamania County Robert J. Waymire | Snohomish County Wendy Mauch | Spokane County Vicky Dalton |
| Stevens County Lori Larsen | Thurston County Mary Hall | Wahkiakum County Nicci Bergseng | Walla Walla County Karen Martin |
| Whatcom County Diana Bradrick | Whitman County Sandy Jamison | Yakima County Charles Ross | OSOS Elections Fina Ormond |