

Application for CERA/CERV Renewal

Procedure

1. Renewal status is required every three years following your graduation date. Renewal fee is \$100.
2. Course Requirement: Complete 1 PEP renewal course during your 3 year renewal period.
3. Conference/Workshop Requirements (2 events): (1) Attend 2 Election Center conferences/workshops, **OR** (2) Attend 1 Election Center conference/workshop **PLUS** 1 event from another association (minimum of 5 hours of election or voter registration subject matter). This must occur between the graduation date and the 3 year renewal deadline.
4. Deadline for submission is December 31 of your renewal year. Mail to The Election Center, 12543 Westella, Suite 100, Houston, TX 77077-3929.

Application for CERA/CERV Renewal

NAME: _____ **DATE:** _____

TITLE: _____ **HOME ADDRESS:**

BUSINESS ADDRESS: _____

(City, State, Zip) (City, State, Zip)

PHONE: (____) _____ **PHONE:** (____) _____

FAX: (____) _____

E-MAIL: _____

- ENCLOSED ARE:**
- _____ Check for \$100
 - _____ Application for Renewal
 - _____ Course Credit information
 - _____ Conference/Workshop Credit information
 - _____ Documentation
 - _____ Miscellaneous: _____

I AM REQUESTING APPROVAL FOR RENEWAL OF CERTIFICATION STATUS AS:

_____ CERA (OR) _____ CERV

_____ DATE OF CERA/CERV GRADUATION OR RENEWAL

_____ DATE CURRENT CERA/CERV EXPIRED (from Certificate)

SIGNATURE: _____ **DATE:** _____

Election Center Use Only

_____ *Application Received (Date)* _____ *Fee Included* _____ *Renewal Issued (Date)*

_____ *Membership Number*
(Election Center Member #)

APPLICANT'S NAME _____

Course Credit for Renewal

Procedure

1. Course Requirement: Complete 1 PEP renewal course during your 3 year renewal period. Documentation not required.
2. In highly unusual situations and only when arrangements have been made several months in advance of the renewal deadline, The Election Center may assign an independent study project in lieu of attendance of a PEP course. If this is applicable, please describe the project, include name of individual who made the assignment, assignment date and completion and submission date.

Course Credit for Renewal

PEP COURSE # (One renewal course required)	TITLE	LOCATION	DATE
SIGNATURE: _____ DATE: _____			

(OR)

IN LIEU OF PEP COURSE(S), I MADE PRIOR ARRANGEMENTS WITH THE ELECTION CENTER TO COMPLETE AN INDEPENDENT STUDY PROJECT.

Description of project: _____

Project assigned by: _____ Date assigned: _____
Completed project submitted to: _____ Date submitted: _____

SIGNATURE: _____ **DATE:** _____

PEP Certification Board use only:

Study project evaluated and _____ meets OR _____ does not meet the criteria for course credit.

Comments:

Signature of Board Member: _____ *Date:* _____

APPLICANT'S NAME _____

Conference/Workshop Credit for Renewal

Procedure

1. Conference/Workshop Requirements (2 events):
(1) Attend 2 Election Center conferences or workshops, **OR**
(2) Attend 1 Election Center conference or workshop **PLUS** attend 1 event from another association (minimum of 5 hours of election or voter registration subject matter). This must occur between the graduation date and the 3 year renewal deadline.
2. In highly unusual situations and only when arrangements have been made several months in advance of the renewal deadline, The Election Center may assign an independent study project in lieu of conference/workshop attendance. If this is applicable, please describe the project, include name of individual who made the assignment, assignment date, completion and submission date.

Conference/Workshop Credit for Renewal

Organization	Title of Event	Location	Date	Documentation
				<ul style="list-style-type: none">• No documentation required for Election Center events• Other events - document required: program or written description PLUS receipt or cancelled check

SIGNATURE: _____ **DATE:** _____

(OR)

IN LIEU OF CONFERENCE/WORKSHOP ATTENDANCE, I MADE PRIOR ARRANGEMENTS WITH THE ELECTION CENTER TO COMPLETE AN INDEPENDENT STUDY PROJECT.

Description of project: _____

Project assigned by: _____ Date assigned: _____

Completed project submitted to: _____ Date submitted: _____

SIGNATURE: _____ **DATE:** _____

PEP Certification Board use only:

Study project evaluated and _____ meets OR _____ does not meet the criteria for course credit.

Comments: _____

Signature of Board Member: _____ **Date:** _____