



THE NATIONAL ASSOCIATION *of* ELECTION OFFICIALS

21946 Royal Montreal Dr. □ Suite 100 □ Katy, TX 77450 □ 281-396-4309 □ [services@electioncenter.org](mailto:services@electioncenter.org) □ [www.electioncenter.org](http://www.electioncenter.org)

3/8/2019

## Professional Education Program Summer Session at Hyatt Regency, Milwaukee, WI

- For this session, you may choose from one to five courses to attend at a reduced price for the Election Center's Professional Education Program. Completion of this program leads to certification as a Certified Elections/Registration Administrator (CERA), Vendor (CERV) or Monitor (CEM). Due to enrollment limitations, only paid reservations will be honored.
- In order to give as many people as possible an opportunity to take several courses at one location, we have contracted with the Hyatt Regency Hotel to keep the cost at its lowest possible rate. The **classes will still be the same high quality instruction** but in a "no frills" atmosphere. No meals will be provided. You will need to supply your own notepads, paper, pens, etc. **If you are able to, please bring a laptop computer to the classes with you.** We use the laptops for group presentations in lieu of flip charts.
- **All classes require full class attendance.** All classes are 1 ½ days in length (10 hours of instruction). In order to receive credit from Auburn University and The Election Center, students must attend the total class hours. ANY absence from the class will result in no credit given for that particular course. **You must schedule your travel arrangements--arrival and departure--so you can participate in the FULL class hours.** *If you must handle on-going office business while at the session, you need to schedule that before class, during the lunch time [from noon to 1:30 pm] or after class.* **Cell phones and any other electronic devices cannot be active during class.** If you arrive late or depart early, YOU WILL NOT receive credit for the class and you will not receive a refund. This includes flights home so book flights accordingly. Do NOT plan on leaving class early to catch a flight. Please pay attention to all class times as they may vary.
- **Cancellations** must be directed in writing to the Election Center at [services@electioncenter.org](mailto:services@electioncenter.org). **Written cancellations received by Friday, June 21, 2019 will result in credit issued** for other Election Center events and/or PEP classes; **no refunds will be given.** Credit granted toward other events or classes will be applied to the THEN current prices and may not equal the full cost to the participant. Credit will be available until 12-31-2020; unused credits will result in forfeiture. Cancellations received after **Friday, June 21, 2019** result in financial obligation of participant.
- This is a serious, academically oriented Professional Education Program. As such, you are expected to be prepared as you would be in any other academic situation. Suggested attire is business casual. *Keep a copy of this notice -- no other materials will be sent.*

### REGISTRATION INFORMATION

**WHEN: Saturday, July 6, through Saturday, July 13, 2019**

**Students meet at 8:33 a.m.** in the **Lakeshore** Meeting Room for check-in on Saturday, July 6. Class begins at 9 a.m. Last class concludes at 3:30 p.m. on Saturday, July 13.

### Class Schedule

Sat, Jul 6, 2019 (9:00am - 4:30pm) & Sun, Jul 7, 2019 (9:00am - 12:00pm)

Instructor: Dr. Kelly Krawczyk

Course II: Management and Leadership Concepts in Election and Voter Registration Administration

Sun, Jul 7, 2019 (1:30pm - 4:30pm) & Mon, Jul 8, 2019 (9:00am - 4:30pm)

Instructor: Dr. Mitchell Brown

Course I: Introduction to Election and Voter Registration Systems Administration

Tue, Jul 9, 2019 (9:00am - 4:30pm) & Wed, Jul 10, 2019 (9:00am - 12:00pm)

Instructor: Dr. Kathleen Hale

Course IV: Election and Voter Registration Information Management and Technology

Thu, Jul 11, 2019 (9:00am - 4:30pm) & Fri, Jul 12, 2019 (9:00am - 12:00pm)

Instructor: Dr. Jonathan Fisk

Course V: Ethics in Election and Voter Registration Administration

Fri, Jul 12, 2019 (1:30pm - 4:30pm) & Sat, Jul 13, 2019 (8:00am - 3:30pm)

Instructor: Dr. Robert Montjoy

Course III: Planning and Budgeting for Elections and Voter Registration

**WHERE:** Hyatt Regency Hotel, 333 West Kilbourn Avenue, Milwaukee, WI 53203

Phone: (414) 276-1234 Fax: (414) 270-6069

**REGISTRATION DEADLINE: Friday, June 21, 2019, with payment.** Credit Card (AMEX, MasterCard, Discover and Visa ONLY), checks or money orders are accepted forms of payment. Unless you are notified that the class is full, you will receive an email confirmation once your registration is received and processed by The Election Center. ***Late registration will include a fee of \$100 per person.***

**HOTEL RESERVATIONS:** Please mention the "THE ELECTION CENTER" to reserve rooms at the Hyatt Regency Hotel. Our special group rate is **\$119.00 per night, plus taxes.** Reservation information can be made on the registration form below. You must make your own hotel reservations no later than 5 PM EST **Friday, June 14, 2019.** After that date, they do not have to hold rooms for us nor do they have to honor the special rate. **DO NOT DELAY.**

**TRANSPORTATION:** *You are on your own for transportation.* The Hyatt Regency is about 10 miles from the General Mitchell International Airport. Parking at Hotel: Isaac's Parking Garage, 330 N Wells St. Milwaukee. Isaac's Parking Garage has 4 entrances – one on each side of the Hotel block. Payment kiosks are located in the hotel's 2<sup>nd</sup> floor skywalk and on the 1<sup>st</sup> level of the garage. You can also pay upon exit. Self-Parking rates: 6-12 hours \$24; 12-24 hours \$28; Valet Parking rates: 3-4 hours \$24; overnight \$31.

Click [HERE](#) for hotel reservations and to register for classes.