



Application for Graduation – CERA/CERV/CEM Program

Instructions:

1. Check “My CERA” on the [Election Center website](#) under the TRAINING tab or call 281-396-4309 to confirm that you have completed the required PEP courses one through twelve within the maximum time limit.
2. Conference/Workshop Requirements (two events): 1. Attend two Election Center Conferences/workshops, OR 2. Attend one Election Center conference/workshop PLUS one event from another organization/association (must be specific conferences as listed in the PEP Manual and each qualifying conference must offer a minimum of 5 hours of election or voter registration subject matter). Qualifying conferences can count if attended at any point in the same calendar year of taking the first PEP course or anytime thereafter to the year of graduation.
3. Deadline for submission of Graduation Application and payment is June 1 in the year you are graduating (applications received after June 1 will be held for the following year).
4. Please complete Sections A, B, C, D and E.

Applicant’s Information (Section A)

NAME: _____
(As to appear on graduation materials)

TITLE: _____

AGENCY: _____

BUSINESS ADDRESS: _____
(No PO Box)

PHONE: (_____) _____ - _____

E-MAIL: _____

Please check the # of the PEP course(s) you plan to complete between June 1 and July 31 of this year:

- Course 1 Course 2 Course 3 Course 4 Course 5 Course 6
 Course 7 Course 8 Course 9 Course 10 Course 11 Course 12

APPLICANT'S NAME: _____

Experience Category Credit for Graduation (Section B)

Instructions:

1. Check the Experience Category that applies, i.e., Category 1 or Category 2.
2. Note: Qualifying experience must occur immediately preceding entrance into PEP program or during time in the program, and be met by the deadline for submitting the Application for Graduation.

CATEGORY 1

I have administered, been involved in the conduct of, or maintained voter records for, at least one jurisdiction-wide election. This means statewide unless you do not have such authority. An example is a city clerk who does not administer statewide elections but does administer jurisdiction-wide - i.e., for the entire city **AND**

I am a full-time election or registration administrator/official, **or**

I am employed full-time in a job where election administration or registration of voters is a portion of my full-time job **AND**

I have completed 2 years of election or voter registration experience (by graduation date). **OR**

CATEGORY 2

I do not meet the requirements of Category 1 above. This might include those with authority for jurisdiction-wide elections, i.e., local election boards who do not actually conduct elections but oversee staff with election responsibilities, or vendor representatives. Individuals who have been international election observers, etc. However, I am submitting certification/verification of experience that qualifies me for CERA/CERV/CEM approval **AND**

I have completed 2 years of election or voter registration experience (by graduation date).

APPLICANT'S NAME _____

Experience Verification Credit for Graduation (Section C)

Instructions: Please complete one page for each position you have held that qualifies you for CERA/CERV/CEM approval. Duplicate as many forms as necessary. Please print.

Experience Verification Credit for Graduation

(Name of Organization/Jurisdiction) _____

EMPLOYED BY: _____

(Address)

(City, State, Zip)

Date: _____
(From /To)

Brief Description of election/registration duties/experience:

Statewide or jurisdiction-wide elections you have administered or been involved in the conduct of, or maintained voter records for, during the dates of employment listed above:

Election Title	Date	Election Title	Date
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The following is to be completed by person certifying/verifying the above information. This cannot be the applicant.

Note: If you are an elected official, the verification should be a person in a position to verify that you were in that position during the dates stated, i.e., County Administrative Officer, State Director of Elections, Secretary of State, etc.

Certified by: _____ Date: _____
(Signature)

Print Name: _____ Phone: (____) - ____ - ____

Title: _____

Address: _____
(Street)

(City)

(State)

(Zip)

APPLICANT NAME _____

Conference/Workshop Credit for Graduation (Section D)

Requirements:

1. Attend two Election Center conferences/workshops, OR
2. Attend one Election Center conference /workshop PLUS one event from another organization/association (must be specific conferences as listed in the PEP Manual and each qualifying conference must offer a minimum of 5 hours of election or voter registration subject matter). Qualifying conferences can count if attended at any point in the same calendar year of taking the first PEP course or anytime thereafter to the year of graduation.

NOTE: PEP courses do not count for conference /workshop credit - you must have attended the actual conference/workshop to receive credit.

No verification required for Election Center events but please enter Election Center under Organization, title of Special Workshop or Conference, location and date. If using a non-Election Center event, the following documentation is required: program agenda or written description of event **PLUS** verification of attendance (i.e. receipt, canceled check, etc.).

Organization (SAMPLE)	Title of Event	Location	Date
<i>Election Center</i>	<i>April Special Workshop</i>	<i>Milwaukee, WI</i>	<i>April 2018</i>
1.			
2.			

Final Review and Signature (Section E)

Please check each box that applies:

- Completed Section A:** Applicant Information
- Completed Section B:** Experience Category Credit for Graduation
- Completed Section C:** Experience Verification Credit for Graduation
- Completed Section D:** Conference/Workshop Credit for Graduation
- Completed Section E:** Final Review and Signature
- Completed:** REO Substitution Form (Optional)
- Conference/Workshop Documentation (if using a non-Election Center event in Section D)

- Payment of \$175.00 (if attending conference and graduation ceremony - this does not include your registration fee for the conference) **OR**
- Payment of \$275.00 (if not attending conference or graduation ceremony- your graduation materials will be mailed after the conference) **OR**

- Payment of \$275.00 (if attending graduation ceremony ONLY - this will include one admission ticket to the graduation ceremony)

To pay via credit card: Please pay the appropriate amount with a credit card at www.electioncenter.org/payments.php. Under "This Payment is for" indicate CERA/CERV/CEM Graduation fee. Scan and e-mail your completed application with any documentation to services@electioncenter.org.

To pay via check: Please pay the appropriate amount with a check payable to Election Center. Mail your completed application with check and any documentation to: Election Center, 21946 Royal Montreal Dr., Suite 100, Katy, TX 77450.

Please check: I am requesting approval for graduation as: **CERA** or **CERV** or **CEM**

Signature: _____

Date: _____

REMINDER: Completed Graduation Application and payment must be received by the Election Center by June 1 in the year you are graduating. Thank you!

For questions completing this form, please call 281-396-4309.

Congratulations on completing your CERA/CERV or CEM through the Election Center's Professional Education Program!!