



Application for CERA/CERV/CEM Renewal

Instructions:

1. Renewal status is required every three years following your graduation or last renewal date. The renewal fee is \$150.00 per renewal. The deadline for submission of the completed renewal application with payment is December 31 of your renewal year (listed on your most current certificate).
2. Course Requirement: Complete one PEP renewal course during your three-year renewal period (renewal courses are offered in February, April and August conferences/workshops each year).
3. 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). This must occur between your graduation date or your last renewal and the three-year renewal deadline date.
4. **To pay via credit card:** Please pay the \$150 renewal fee with a credit card at www.electioncenter.org/payments.php. Under 'This Payment is for' indicate CERA/CERV/CEM Renewal fee. Scan and e-mail your completed application with any documentation to services@electioncenter.org.
5. **To pay via check:** Please pay the \$150 renewal fee with a check payable to Election Center. Mail your completed renewal application with check and any documentation to: Election Center, 21946 Royal Montreal Dr. Suite 100, Katy, TX 77450.
6. Please complete Sections A, B, C, and D.

Applicant Information (Section A)

NAME: _____	
TITLE: _____	AGENCY: _____
BUSINESS ADDRESS (No P.O. box): _____	
_____ (City, State, Zip)	
PHONE: (____) _____ - _____	E-MAIL: _____
Election Center Use Only	
Leave this box blank	Certification Number: _____ Year of Certification: _____ Current Expiration Year: _____ New Expiration Year: _____

Course Credit for Renewal (Section B)

Course Requirement: Complete one PEP renewal course during your three-year renewal period. Documentation is not required for this section but please indicate the number of the renewal course, title of the renewal course, the location and date of the renewal course.

Number of the Renewal Course (i.e. #15)	TITLE of Renewal Course	LOCATION	DATE

Conference/Workshop Credit for Renewal (Section C)

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). This must occur between your graduation date or your last renewal and the three-year renewal deadline.

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	Title of Event	Location	Date
1)			
2)			

Final Review and Signature (Section D)

Please check each box that applies:

- Completed Section A:** Applicant Information
- Completed Section B:** Course Credit Information
- Completed Section C:** Conference/Workshop Credit Information
- Completed Section D:** Final Review and Signature
- Credit Card Payment of \$150 **(or)**
- Check for \$150 (payable to Election Center)
- Conference/Workshop Documentation
(if using a non-Election Center event)

I AM REQUESTING APPROVAL FOR RENEWAL OF CERTIFICATION STATUS AS:

CERA CERV CEM

_____ **DATE OF CERA/CERV/CEM GRADUATION**

_____ **CURRENT EXPIRATION DATE FOR CERA/CERV/CEM CERTIFICATION**
(from most current Certificate)

SIGNATURE: _____

DATE: _____

*For questions completing this form, please call 281-396-4309.
Thank you for continuing your Professional Education through
the Election Center!*