

Application for Graduation – CERA/CERV/CEM Program

Procedure:

1. Look at your records to verify that you have completed the required PEP courses I through XII.
 Make checks payable to the Election Center. Mail forms and fees to: Election Center, 21946 Royal Montreal Drive, Suite 100, Katy, TX 77450 (if paying by credit card, go to: www.electioncenter.org/payments.php) Phone 281-396-4309
 The completed application can also be emailed to services@electioncenter.org
3. Deadline for submission is June 1 in the year you are graduating.

Application for Graduation – CERA/CERV/CEM Program

NAME: _____
 (As to appear on graduation materials)

TITLE: _____

JURISDICTION OFFICE/
 FIELD OF EMPLOYMENT: _____

BUSINESS ADDRESS: _____
 (No P.O. Box)

PHONE: (____)____-____ FAX: (____)____-____

E-MAIL: _____

- ENCLOSED ARE:
- Check for \$175.00 if attending conference and graduation ceremony, OR
 - Check for \$275.00 if not attending conference or graduation ceremony (your graduation materials will be mailed after the conference)
 - Check for \$275.00 if attending graduation ceremony ONLY
 - Application for graduation
 - Experience Category Credit Information
 - Experience Verification Credit Information
 - Conference/Workshop Credit Information
 - Documentation
 - Miscellaneous: _____

Please check the PEP courses you plan to complete between June 1 and July 31 of this year:

I II III IV V VI VII VIII IX X XI XII

Please check: I am requesting approval for graduation:

CERA (or) CERV (or) CEM

APPLICANT'S SIGNATURE: _____ DATE: _____

APPLICANT'S NAME _____

Experience Category Credit for Graduation

Procedure:

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,

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. 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 SIGNATURE: _____ DATE: _____

APPLICANT'S NAME _____

Experience Category Credit for Graduation

Procedure:

1. 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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APPLICANT'S SIGNATURE: _____ DATE: _____

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: _____

(Signature)

Date: _____

Print Name: _____

Phone: () _____

Title: _____

Fax: () _____

Address: _____

(Street)

(City)

(State)

(Zip)

APPLICANT'S NAME _____

Conference/Workshop Credit for Graduation

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).
2. Attendance must occur between the admission date and graduation date. **NOTE:** PEP courses do not count for conference/workshop credit - you must have attended the actual conference/workshop to receive credit. You cannot use the Conference when you graduate as one of the required conferences.

Conference/Workshop Credit for Graduation

Conference Sponsor	Title of Event	Location	Date	Documentation
1)				- No Verification required for Election Center events but it is required to indicate location and date. - Other events - verification required: program agenda or written description PLUS receipt or cancelled check
2)				

APPLICANT'S SIGNATURE: _____ **DATE:** _____