

1S-2.0115 Certification Requirements for Supervisors of Elections for Special Qualification Salary.

(1) GENERAL. This rule provides requirements for initial and annual certification of supervisors of elections for the special qualification salary.

(2) INITIAL CERTIFICATION. In order to receive initial certification for the special qualification salary, a supervisor of elections must:

(a) Take and receive a passing grade of ninety percent (90%) or higher on a uniform statewide open book examination developed and revised annually by the Florida State Association of Supervisors of Elections. This test is for the purpose of testing the supervisor of election's knowledge and familiarity with chapters 97 through 106 of the Florida Election Code and applicable election-related provisions of the Florida Constitution, as most recently amended. The Florida State Association of Supervisors of Elections shall administer the examination but the Division of Elections shall grade the examination and provide notice of results.

(b) Conduct a primary election and a gubernatorial or presidential general election; and

(c) Earn fifteen (15) credits in Areas I – V as provided in subsection (4)

of which credits must include, at a minimum:

1. Attendance at a mandatory orientation workshop as provided in Area I.

2. A minimum of two years of service as a supervisor of elections as provided in Area III.

3. Five credits earned for attendance at a training conference, program, seminar or workshop as provided in Area IV.

(3) ANNUAL RECERTIFICATION. In order to remain certified annually for the special qualification salary, a supervisor of elections must earn annually credit equivalent to twenty-four hours for attendance at continuing education activities as provided in Area V under subsection (4)(a)5.

(4) CREDITS.

(a) Credits for initial and annual certification may be earned in Areas I through V as follows:

1. AREA I – MANDATORY ORIENTATION. Within two years after taking office, each newly elected or appointed Supervisor of Elections shall attend a mandatory orientation workshop to be conducted by the Florida State Association of Supervisor of Elections after each general election or more frequently as needed between general elections to accommodate newly elected or appointed supervisor of elections. The mandatory orientation workshop must consist of a minimum of twelve (12) hours of training in election topics including but not limited to voter eligibility and registration, the Florida Voter Registration System, voter registration agencies and third-party voter registration groups, registered voter list maintenance activities, candidate qualifying procedures, initiative and candidate petitions, conduct of elections, voting methods and procedures, polling place procedures, solicitation restrictions, handling and canvassing ballots, voting machines and systems, political parties and committees, election code violations, public records, and campaign financing. A maximum of one credit may be earned in this area.

2. AREA II – FORMAL EDUCATION. A maximum of five credits may be earned as follows:

- a. One credit for the award of a high school diploma or its equivalent.
- b. Two credits for the award of an associate degree or four credits for a baccalaureate degree but not to exceed a total of four credits for both an associate degree and a baccalaureate degree.

3. AREA III – EXPERIENCE. A maximum of five credits may be earned as follows:

- a. One credit for each year served as a Supervisor of Elections.
- b. One credit for each year of experience as a Deputy Supervisor of Elections.

4. AREA IV – ATTENDANCE AT TRAINING CONFERENCES, PROGRAMS, SEMINARS AND WORKSHOPS. One credit may be earned for each twelve (12) hours of attendance at training conferences, programs, seminars and workshops approved by the Division of Elections and conducted by the Division of Elections or the Florida State Association of Supervisors of Elections. The training conferences, programs, seminars or workshops must cover any one or more of the following election or election-related topics:

- a. Duties and role of supervisor of elections.
- b. State or federal election law.
- c. Conduct of elections.
- d. State or federal ethics law.
- e. Management or technology information systems.
- f. Public records.
- g. Office management and personnel training.
- h. Voting machines, systems, and software.
- i. Public administration.
- j. Public relations.
- k. Stress management.

5. AREA V – ATTENDANCE AT CONTINUING EDUCATION ACTIVITIES.

a. Credit may be earned for attendance at educational conferences, programs, seminars and workshops conducted by the Florida State Association of Supervisors of Elections, the Elections Assistance Commission (EAC), the Federal Election Commission (FEC), the International Association of Clerks, Recorders, Elections Officials and Treasurers (IACREOT), the Election Center, the Florida Elections Commission, or the Florida Commission on Ethics. The Division shall accept for certification the equivalent of the number of credits pre-approved by any of these entities for the conference, program, seminar or workshop.

b. Credit may also be earned for attendance at educational conferences, programs, seminars and workshops conducted or sponsored by a community college, college or state university as defined in s. 1000.21, F.S., a voting or elections system or software vendor, or any entity not otherwise listed in subparagraph a.. The Division may accept for certification the equivalent of the number of credits pre-approved by any of these entities for conference, program, seminar or workshop. In order to receive approval for credit from the Division of Elections for attendance, a supervisor must:

- i. Submit an outline, agenda, brochure or itinerary;
 - ii. Identify the entity that conducted or sponsored the conference, program, seminar or workshop and any national or international accreditation of such entity;
 - iii. Describe the title, content, subject matter and learning objectives;
 - iv. Set forth for the length of time (hours) in attendance or the number of continuing education credits that the entity pre-approved or that is being requested; and
 - v. Identify the names and qualifications of all instructors or presenters.
- c. The educational conferences, programs, seminars, or workshops under this subsection must cover one or more of the following election or election-related topics:

- i. Duties and role of supervisor of elections.
- ii. State or federal elections law.
- iii. Conduct of elections.
- iv. State or federal ethics law.
- v. Management or technology information systems.
- vi. Public records.
- vii. Office management and personnel training.
- viii. Voting machines, systems, and software.
- ix. Public administration.
- x. Public relations.
- xi. Stress management.

(b) Credits shall be earned and accepted as provided in subparagraphs 1. – 4. of paragraph (a).

For purposes of credits earned under subparagraph 5. relating to Area V, if no credit has been pre-approved by the entity for attendance at the continuing education activity, the Division of Elections shall assign one credit for each hour or minimum of fifty (50) minutes of attendance at the activity prior to applying the credit toward certification.

(5) CERTIFICATION.

(a) APPLICATION. In order to receive the special qualifications salary, the supervisor of elections must submit a completed certification application requesting initial or annual certification by the Division of Elections. For purposes of receiving timely initial or annual certification, the supervisor of elections must submit a completed certification application to the Division of Elections no later than thirty (30) days prior to the date for which the supervisor of elections' is seeking initial or annual certification. The supervisor of elections shall use form DS-DE #69, entitled "Certification Application for Supervisor of Elections for Special Qualification Salary," which is incorporated by reference, to submit his or her request for initial or annual certification. This application is available by request from the Division of Elections at Room 316, R.A. Gray Building, Tallahassee, Florida 32399-0250 or by contacting the Division of Elections at 850-245-6200, or by download from the Division of Elections' website at: <http://election.dos.state.fl.us/>.

(b) SUPPORTING DOCUMENTATION. A supervisor of elections shall submit to the Division of Elections copies of all documentation in support of his or her compliance with requirements for initial or annual certification. Such documentation may be submitted periodically throughout the year prior to the filing of the application for initial or annual certification. Documentation in support of credits that may be submitted for approval of attendance at a conference, program, seminar or workshop include, if available, an agenda, itinerary, outline or brochure that details the title, content, and subject matter, the name of the entity that conducted or sponsored the activity, the dates and hours, the names and qualifications of the instructors or presenters, and the length of attendance (hours) or maximum credits awarded. Additionally, a supervisor must submit for each conference, program, seminar or workshop, a registration receipt, written confirmation of attendance, certificate of completion, or letter from the sponsoring entity, or alternatively, if a supervisor of elections is unable to attend a conference, program, seminar or workshop, a written attestation which may be indicated on the application that he or she listened to an audio or video recording and read the materials offered or presented by the entity that conducted or sponsored the conference, program, seminar or workshop.

(c) ISSUANCE OF CERTIFICATION. If the supervisor of elections has not met the requirements for initial or annual certification, the Division of Elections shall notify the supervisor of elections no later than 5 calendar days from the date of receipt of the certification application. If the supervisor of elections has met the requirements for initial or annual certification, the Division of Elections shall issue a letter of initial or annual certification, whichever is applicable.

Specific Authority 20.10, 145.09 FS. Law Implemented 145.09 FS. History--New 1-29-06.