

2024 Election Training Sessions - East Bethel

<u>Type of Training:</u>	<u>Approx # Hrs</u>
Election Judge & Equipment Training	2+
Head Judge Training	2+
Preliminary Testing	2+
Poll Book/Poll Pad Practice	1
Public Accuracy Test	2

All training hours are paid at the same rate as Election Day service hours.

PNP-Specific Training

Required training for ALL judges and staff serving at the Presidential Nomination Primary. This will review any changes or differences between this primary and our "normal" election processes. Available via in-person classes at East Bethel City Hall, or online.

Election Judge & Equipment Training

Standard training, **required for all judges** that did not serve in the 2022 elections (if a judge served in 2022, their training is valid until the end of July. Judges must renew their 2022 training for Aug/Nov elections.) Covers basic information and duties of various service positions on Election Day. Includes overview of the operation and use of the electronic poll book equipment. May be completed in-person at East Bethel City Hall, or online.

Head Judge Training

Advanced training **required for all City Staff, Assistant Head, and Head Judges**. Covers MN Election Laws, and Administrative- and Human Resource-related election information. Classes provided by Anoka County Elections (ACE) staff. This may include a Post-Primary Debrief session for judges serving in this position at the State Primary and General elections.

Preliminary Testing

First-round testing of the DS200 (Ballot Counter) and OmniBallot (ADA voting assistance) machines. OmniBallot machines are tested for audio/visual compliance and accuracy by creating test ballots. Test ballots are added to a "Test Deck" of pre-marked ballots issued by the ACE to simulate every possible voting option. Test Deck is used to test setup and compliance on the DS200 machines. This is **strongly recommended** as a way **for new Technology Judges** to become well-versed in working with the in's and out's of the OmniBallot and DS200 equipment.

Poll Book/Poll Pad Practice

Individual practice session with the equipment that election judges will use to register voters on Election Day. Great chance for any judge to get some hands-on practice with various scenarios encountered during election registration. Contact the Election Coordinator to schedule. Setting up a practice session is **NOT REQUIRED**.

Public Accuracy Test

Public Testing session of the DS200 (Ballot Counter) machines used for vote tabulation in the PNP, Primary and General Elections. The public is invited to attend, and election judges are **encouraged to attend**. Attendance is **NOT REQUIRED**. Great chance for judges to become a little more familiar with the ballot boxes/voting machines, before the "big day".

ONLINE TRAINING

May be completed at the judge's convenience; any time of day or night. Link and login information will be provided to judges who have requested (and been assigned to) online training.

IN-PERSON TRAINING at CITY HALL

Small group training at City Hall, held in Council Chambers. Groups review the same training that individuals go through online. Groups will be small enough to accommodate social distancing in the training room. **Any conflicts with assigned training times should be reported to East Bethel Election Staff (carrie.frost@ci.east-bethel.mn.us, 763-367-7853) as soon as possible**, so that new arrangements can be made.

All training (whether in-person, or online) must be completed by

11:59 PM on Tuesday, February 20, 2024 (for the PNP)

11:59 PM on Tuesday, July 30, 2024 (for the State Primary)

11:59 PM on Tuesday, October 22, 2024 (for the General).

If you will not be able to complete the assigned training within this time, please contact East Bethel Election Staff as soon as possible for other arrangements.