

## Chapter EL 11

### TRAINING AND CERTIFICATION OF ELECTION INSPECTORS

EL 11.01 Certification requirement.  
EL 11.02 Qualification.  
EL 11.03 Certification maintenance.

EL 11.04 Election day responsibilities.  
EL 11.05 Certification waiver.

**Note:** Chapter ElBd 11 was renumbered chapter GAB 11 under s. 13.92 (4) (b) 1., Stats., and corrections made under s. 13.92 (4) (b) 6. and 12., Stats., Register April 2008 No. 628. **Chapter GAB 11 was renumbered Chapter EL 11 under s. 13.92 (4) (b) 1., Stats., Register June 2016 No. 726.**

**EL 11.01 Certification requirement. (1)** At each polling place in each municipality in Wisconsin, there shall be a chief election inspector, under s. 7.30 (6) (b), Stats., who shall be certified by the elections commission pursuant to s. 7.31, Stats.

**(2)** Certification and maintenance of certification of chief election inspectors shall follow the standards set forth in this chapter.

**(3)** A record of each individual that has been certified by the elections commission as a chief election inspector for a municipality, under the standards established by this chapter, shall be maintained by the municipality's clerk or board of election commissioners.

**History:** CR 05-093; cr. Register June 2007 No. 618, eff. 7-1-07; **correction in (1), (3) made under s. 13.92 (4) (b) 6., Stats., Register June 2016 No. 726.**

**EL 11.02 Qualification. (1)** Individuals who have been, or will be, appointed chief election inspector, pursuant to s. 7.30 (6) (b), Stats., shall be certified by the elections commission.

**(2)** Before they may be certified as a chief election inspector, applicants shall complete an initial training course conducted under the direction of the elections commission staff.

**(3)** Each chief election inspector's certificate shall expire at the end of the term for which that inspector has been appointed unless the certificate has been renewed before expiration. A chief election inspector's certificate may be revoked by the municipal clerk when the inspector is removed from office pursuant to the provisions of s. 7.30 (6) (c), Stats.

**History:** CR 05-093; cr. Register June 2007 No. 618, eff. 7-1-07; **correction in (1), (2) made under s. 13.92 (4) (b) 6., Stats., Register June 2016 No. 726.**

**EL 11.03 Certification maintenance. (1)** To maintain certification as a chief election inspector, an individual shall, during the individual's term of office, attend at least 6 hours of training approved for certification by the elections commission's director.

**(2)** Compliance with the approved training required by sub. (1) may consist of attendance at any combination of the following chief election inspector certification-training courses that have been approved by the elections commission's director:

(a) An approved training course for chief election inspectors conducted under the direction of the elections commission's staff.

(b) An approved training course for chief election inspectors conducted by the elections commission's staff at a meeting of the Wisconsin County Clerks Association, Wisconsin Municipal Clerks Association, Wisconsin Towns Association or the League of Wisconsin Municipalities.

(c) An approved training course for chief election inspectors conducted by the elections commission's staff through the University of Wisconsin Extension Local Government Center WIS-LINE Series.

(d) An approved training course for chief election inspectors conducted by a municipal clerk or municipal board of election commissioners pursuant to s. 7.15 (1) (e), Stats.

(e) An approved training course for chief election inspectors at a regional or national conference of a professional organization that serves election officials.

(f) Any other chief election inspector certification-training course that has been approved by the elections commission's administrator.

**(3)** To maintain certification, an individual shall provide to the municipal clerk or municipal board of election commissioners satisfactory proof of completion of an approved certification-training course for chief election inspectors, listing a description of the approved training event, including the date and location of the approved training.

**(4)** If an individual demonstrates to the clerk or municipal board of election commissioners that he or she has met the maintenance of certification requirements of sub. (1), the clerk or board of election commissioners may renew the certification for the individual's succeeding term.

**History:** CR 05-093; cr. Register June 2007 No. 618, eff. 7-1-07; **correction in (2) (c), (f) made under s. 13.92 (4) (b) 6., Stats., Register June 2016 No. 726.**

**EL 11.04 Election day responsibilities. (1)** On election day, the chief election inspector shall state on the inspectors' statement, Form EL-104, that the chief election inspector holds a current certification.

**(2)** Immediately following each election, the municipal clerk or director of the municipal board of election commissioners shall deliver a copy of the inspectors' statement, Form EL-104, pursuant to the provisions of s. 7.51, Stats.

**(3)** Immediately following each election, the municipal clerk or director of the municipal board of election commissioners shall review each inspectors' statement to ensure compliance with sub. (1) and compliance with s. 7.51, Stats.

**History:** CR 05-093; cr. Register June 2007 No. 618, eff. 7-1-07; **correction in (1), (2) made under s. 13.92 (4) (b) 6., Stats., Register June 2016 No. 726.**

**EL 11.05 Certification waiver.** In the event of an emergency, after notice to, and approval by, the elections commission, the municipal clerk or director of a municipal board of election commissioners may use a non-certified chief inspector at a specified polling place, for that election only, if, because of the emergency, a certified chief election inspector is not available to serve that polling place.

**History:** CR 05-093; cr. Register June 2007 No. 618, eff. 7-1-07; **correction made under s. 13.92 (4) (b) 6., Stats., Register June 2016 No. 726.**