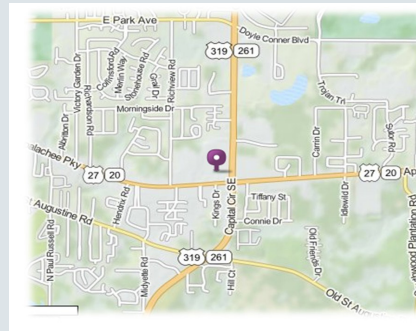# GETTING HERE

Directions to the

Voting Operations Center

2990 Apalachee Pkwy.

Professional Poll Worker Program and Schedule

For the August 30th,

Primary Election

2016

Important Information

- **Classes for the 2016 Election Cycle are topic specific.** You are required to sign up for one class, but are free to choose a second class.
- **Classes will start on time.** If you are <u>15</u> minutes or more late, you will not be allowed into the classroom and will be asked to reschedule your training.
- **Training is required by law.** You must attend a training class prior to each Election in order to work on Election Day
- **You MUST sign up for an open lab session.** In order to provide better service to you, please pre-register for an open lab session.
- **You must register for a class.** Walk-ins may not be granted entry due to seating limitations.

From N. East: Head south on capital circle NE toward Apalachee Parkway. Turn right turn into the Cross Creek Shopping Center. 2990 is at the south end of the shopping center.

From N. West: Head south. Go East on Tennessee Street. Go south Capital Circle NE toward Apalachee Parkway. Turn right into the Cross Creek Shopping Center. 2990 is at the south end of the shopping center.

From South: Head north on Capital Circle SE. After crossing Apalachee Parkway, get into the left turn lane and turn left into the Cross Creek Shopping Center. 2990 is at the south end of the shopping center.

From North: Head south on Monroe Street. Turn east on Apalachee Parkway. Turn left across from King Drive into the Cross Creek Shopping Center. 2990 is at the south end of the shopping center

Add us to your contacts!

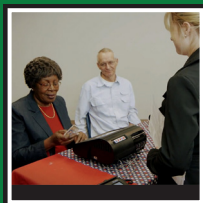# How to Register for Classes

Phone it in! (850) 606-8607
E-mail it poll work@leoncountyfl.gov
Online @ LeonVotes.org
Mail it! Fill out the enclosed postcard and drop it in the mail.

Online learning available

Polling Site Technologies Courses
Technology Track
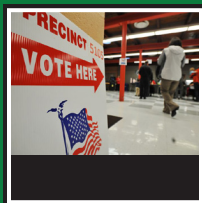
This course is hands on training on the ICE voting system and on the EViD e-poll book system.

All Inspectors and E-Poll Book Team Leaders are REQUIRED to take one of these courses.

Choose either the experienced or basic course.

Class sizes are LIMITED!

Class Time: 3.0 hrs

Accounting and Procedures Courses
Leadership Track

This course focuses on leadership responsibilities and accounting paperwork procedures.

All Clerks, Assistant Clerks are REQUIRED to take one of these courses.

Open Lab dates and time are also listed. You will need to register for the OPEN LAB.

Lecture style classroom setting.

Class Time: 3.0 hrs

Fundamentals Track

These classes are designed to provide specific information for new poll workers and deputies.

Open Lab dates and time are also listed. You will need to register for the OPEN LAB.

All New Poll Workers should report to a NEW POLL WORKER CLASS

TECHNOLOGY

REQUIRED FOR INSPECTORS AND E POLL BOOK TEAM LEADERS.

EXPERIENCED TECHNOLOGY II CLASSES

Date	Time	Class #
Tues, 06/28	9-Noon	552
Tues, 06/28	6-9pm	553
Thurs, 06/30	9-Noon	554
Thurs, 06/30	6-9pm	555
Tues, 07/05	9-Noon	556
Tues, 07/05	6-9PM	557
Fri, 07/08	9-Noon	558
Sat, 07/09	9:30-12:30	559
Sat, 07/09	2-5pm	560
Tues, 07/12	9-Noon	561
Tues, 07/12	6-9pm	562
Fri, 07/15	9-Noon	563
Tues, 07/19	9-Noon	564
Tues, 07/26	9-Noon	565
Sat, 07/30	9:30-12:30	566
Sat, 07/30	2-5pm	567

THE BASICS TECHNOLOGY I CLASSES

Date	Time	Class #
Thurs, 07/14	9-Noon	568
Sat, 07/16	10am-1pm	569
Tues, 07/19	6-9pm	570
Thurs, 07/21	9-Noon	571

LEADERSHIP

REQUIRED FOR EXPERIENCED CLERKS AND ASSISTANT CLERKS

Date	Time	Class #
Thurs, 07/07	9-Noon	572
Thurs, 07/14,	6-9pm	573
Sat, 07/23	10am-1pm	574
Tues, 07/26	6-9pm	575

NEW CLERK/ASSIST CLERK CLASS

Date	Time	Class #
Thurs, 07/07	6-9pm	576

CLERK/ ASSISTANT CLERK ONLY LABS.

YOU MUST PRE-REGISTER

Date	Time	Lab #
Sat, 08/13	10-Noon	584
Sat, 08/13	2-4pm	585
Tues, 08/16	9-11am	586
Tues, 08/16	6-8pm	587

Online Learning Available
Download documents and films 24/7 from the comfort of your own home!

SERVICES

ELECTIONS 101
REQUIRED FOR FIRST TIME WORKERS

Date	Time	Class #
Thurs, 07/21	6-8pm	577
Wed, 07/27	2-4PM	578
Sat, 08/06	10-Noon	579
Mon, 08/08	9-11am	580

DEPUTY TRAINING CLASSES
REQUIRED FOR ALL DEPUTIES

Date	Time	Class #
Fri, 07/22	9-11:30AM	581
Mon, 08/08	6-8:30pm	582
Tues, 08/09	9-11:30AM	583

INSPECTOR/TEAM LEADER ONLY LABS.

YOU MUST PRE-REGISTER

Date	Time	Lab #
Mon, 08/15	9-11am	589
Mon, 08/15	6-8pm	590
Wed, 08/17	9-11am	591
Wed, 08/17	2-4pm	592
Thurs, 08/18	6-8pm	593
Fri, 08/19	9-11am	588