



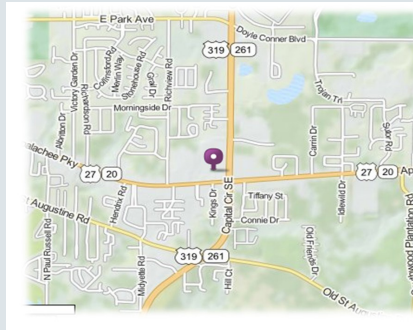
# GETTING HERE

Directions to the  
Voting Operations Center  
2990 Apalachee Pkwy.

## Professional Poll Worker Program and Schedule For March 15 Presidential Preference Primary 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 30 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 can sign up for a maximum of two courses. If you wish to take more than two, you must be approved by the Elections Office.



**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*



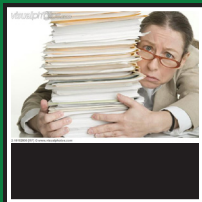
Class sizes are LIMITED!

Class Time: 3.0 hrs

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.

## Accounting and Procedures Courses *Leadership Track*



Lecture style classroom setting.

Class Time: 3.0 hrs

This course focuses on leadership responsibilities and accounting paperwork procedures.

Leadership and conflict management also reviewed.

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

## Fundamentals Track



All New Poll Workers should report to a NEW POLL WORKER CLASS and should attend an Open Lab Session.

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

Open Lab dates and time are also listed. You do not need to register for an Open Lab.

### REQUIRED FOR INSPECTORS AND E POLL BOOK TEAM LEADERS

Date	Time	Class #
Jan 30	2-5pm	#111
Feb 01	1-4pm	#113
Feb 02	6-9 pm	#115
Feb 06	10am-1pm	#116
Feb 06	2-5pm	#117
Feb 08	9-Noon	#118
Feb 08	1-4pm	#119
Feb 09	9-Noon	#120
Feb 09	6-9 pm	#121
Feb 13	10am-1pm	#122
Feb 13	2-5pm	#123
Feb 22	9-Noon	#124
Feb 22	1-4pm	#125

### REQUIRED FOR ALL CLERKS AND ASSISTANT CLERKS

Date	Time	Class #
Feb 20	2-5pm	#202
Feb 26	1-4pm	#203
Feb 27	1-4pm	#204
Feb 29	1-4pm	#205
Mar 02	6-9pm	#206

### Online Learning Available

Our new online education software will allow you to view tutorial films and download documents 24/7 from the comfort of your own home!

Visit us at [LeonVotes.org](http://LeonVotes.org) and follow the links.

## SERVICES

### ELECTIONS 101

#### REQUIRED FOR FIRST TIME WORKERS

Date	Time	Class #
Feb 27	10am-1pm	#303

#### DEPUTY TRAINING CLASSES REQUIRED FOR ALL DEPUTIES

Date	Time	Class #
Feb 29	9-Noon	#401
Mar 01	9-Noon	#402
Mar 01	6-9 pm	#403

### OPEN LABS

#### OPTIONAL TRAINING OPPORTUNITIES

Date	Time
Mar 04	10-2pm
Mar 05	10-2pm
Mar 07	10-2pm
Mar 08	10-2pm