

# The Election Center

a national service association of election and voter registration officials

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Website: [www.electioncenter.org](http://www.electioncenter.org)

E-Mail: [services@electioncenter.org](mailto:services@electioncenter.org)

4/22/2010

**READ THIS CAREFULLY -- IT CONTAINS ALL NECESSARY DETAILS**

## **PROFESSIONAL EDUCATION PROGRAM SUMMER SESSION AT BATON ROUGE, LA**

- This session: One week of five core courses at a special price for the Election Center's Professional Education Program leading to certification as Certified Elections/Registration Administrator (CERA), Vendor (CERV) or Monitor (CEM). This is your opportunity to accelerate your progress through the courses and/or to allow you to complete your course requirements.
- "No Frills" classes. In order to give you an opportunity to complete several courses within your budget, we have eliminated all niceties. No meals or supplies will be provided. This 'bare bones' approach keeps the cost at its lowest possible rate: Reduced class price, hotel group rate, and several classes in one location. The **classes will still be the same high quality instruction** but in a "no frills" atmosphere. **Due to enrollment limitations, only paid reservations will be honored.**
- All classes are 1 ½ days in length (9 hours of instruction). You must attend full contact hours to receive credit for the class. See note below concerning late arrivals and early departures.

**WHEN: Saturday, July 10, 2010 through Saturday, July 17, 2010**

Class concludes at 4:30 p.m. on July 17. Students meet at 8:33 a.m. in the Ballroom Salon III & IV, Baton Rouge Marriott Hotel, for check in. Class begins at 9 am.

**REGISTRATION DEADLINE: Friday, June 25, with Check for payment.** See Page 3 for Registration form. For jurisdictions that must pay from a budget with a new fiscal year that begins on July 1<sup>st</sup>, a non-cancellable purchase order will be accepted. You must send written notification via fax or email & obtain approval by Election Center for this exception. We do not accept credit cards.

**WHERE:** Baton Rouge Marriott Hotel, 5500 Hilton Ave, Baton Rouge, LA 70808 Phone: 225-924-5000

**HOTEL RESERVATIONS:** Please mention the "THE ELECTION CENTER 2010" to reserve rooms at the Baton Rouge Marriott Hotel. Our special group rate is \$119 per night, plus taxes. Call Reservations Direct: 1-800-228-9290, or Fax: 225-926-8152. You must make your own hotel reservations no later than 5 PM **Wednesday, June 16, 2010.** After that date, they do not have to hold rooms for us nor do they have to honor the special rate. **DO NOT DELAY.**

**TRANSPORTATION:** The nearest airport is Baton Rouge, LA (BTR). However, it may be considerably cheaper to fly into New Orleans (MSY) and rent a car to drive to Baton Rouge. It is about 1 to 1.5 hours to drive. You are responsible for arriving on time to the first morning's meet in the hotel Ballroom at 8:33 a.m.

**EMERGENCY NUMBER:** Doug Lewis mobile #713-516-2875. Emergencies only please- not routine matters.

**Y**ou may choose from one to five courses to attend [See Page 3 for Registration Form]. Unless you are notified that the class is full, you will receive an email confirmation once your registration has been received and processed. Remember this session has been scheduled for a one-week time period to assist YOU in gaining certification quickly and cost-efficiently. Since this is a “no frills” approach, you will need to bring your own notepads, paper, pencils, etc., to the classes. This is a serious, academically oriented Professional Education Program. As such, you are expected to be prepared as you would be in any other academic situation. Suggested attire is business casual. *Keep a copy of this notice -- no other materials will be sent.*

**A** **ll classes require full class attendance.** In order to receive credit from Auburn University and The Election Center, students must attend the total class hours. Any absence from the class will result in no credit given for that particular course. **You must schedule your travel arrangements--arrival and departure--so you can participate in the FULL class hours.** If you must handle on-going office business while at the session, you need to handle that before class, during the lunch time [from noon to 1:30 p.m.] or after class. **Cell phone and pagers cannot be active during class.** If you arrive late or depart early, YOU WILL NOT receive credit for the class and you will not receive a refund. Plan accordingly. This includes flights home so book flights well after ending time of courses. Do NOT plan on leaving class early to catch a flight. It would be best to plan to leave the next day. Please pay attention to all class times as they may vary.

**C**ancellations limited due to short notification period and class limitations. Written cancellations received by Friday, July 2, 2010 will result in credit issued for other Election Center events and/or PEP classes; **no refunds will be given.** Cancellations must be directed in writing to [services@electioncenter.org](mailto:services@electioncenter.org) or faxed to 281-293-0453. Credit granted toward other events or classes will be applied to the THEN current prices and may not equal the full cost to the participant. Credit will be available until 12-31-2012; unused credits will result in forfeiture. Cancellations received after July 2 result in financial obligation of participant.

**Professional Education Program Registration Form**  
**Special Summer Session at Baton Rouge, LA 2010**

>>>>>>>Please copy additional forms for each participant. One form per applicant.<<<<<<<

- **Make tuition checks payable to The Election Center.** Sorry, we do not accept credit cards at this time.
- Mail Registration Form and check to: The Election Center, 12543 Westella, Suite 100, Houston, TX 77077
- Payment must be received no later than Friday, June 25, 2010.
- Tuition listed is at Election Center MEMBER level. Add \$100 per class per person for non-members.

CLASS	ENROLL	
TUITION	[CHECK CLASS]	[MEMBER PRICE]
<b>SAT, JULY 10 (9-4:30) &amp; SUN, JULY 11 (9-NOON) COURSE VIII DR. ROBERT MONTJOY</b>		
Implementation of New Programs in Voter Registration and Elections _____		\$245.00
<b>SUN, JULY 11 (1:30-4:30) &amp; MON, JULY 12 (9-4:30) COURSE X DR. STEVE BROWN</b>		
The Law of Elections and Voter Registration _____		\$245.00
<b>TUE, JULY 13 (9-4:30) &amp; WED, JULY 14 (9-NOON) COURSE IX DR. CHRISTA SLATON</b>		
Leadership in Voter Registration and Election Administration _____		\$245.00
<b>THU, JULY 15 (9-4:30) &amp; FRI, JULY 16 (9-NOON) COURSE VII DR. SHAWN SCHOOLEY</b>		
Facilitating Voter Participation _____		\$245.00
<b>FRI, JULY 16 (1:30-4:30) &amp; SAT, JULY 17 *(8-4:30 PM)* COURSE VI MR. DOUG LEWIS</b>		
Communications in Election and Voter Registration Administration _____		\$245.00
<u>Non-members Add \$100 PER CLASS (\$100 X ___ Classes)</u>		\$_____
[Save money, Become a member today! Contact us for membership materials.]		
<i>Late Fee for Registration Received after June 25: Add \$100 PER PERSON</i>		\$_____
<b>TOTAL NUMBER OF COURSES AND TUITION</b> _____		\$_____

Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Please print clearly or type.*

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Office Phone: (     ) \_\_\_\_\_ Mobile Phone: (     ) \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

**For Election Center Office Use Only**

Membership#: \_\_\_\_\_ Expires: \_\_\_\_\_

**The Election Center is a nonprofit, permanent IRS 501(c)(3) tax exempt corporation. Our Federal Taxpayer Identification Number (TIN) is 54-1578880. This statement serves in lieu of IRS W-9 form or any state or local form requesting taxpayer identification number. As a nonprofit corporation, a 1099 is NOT necessary and should not be sent.**