



National Association of Election Officials

12543 Westella, Suite 100 Houston, TX 77077 281-293-0101 www.electioncenter.org
services@electioncenter.org

4-6-2011

PROFESSIONAL EDUCATION PROGRAM SUMMER SESSION AT SANIBEL HARBOUR, FL.

- This session offers five core courses at a reduced price for the Election Center's Professional Education Program. Completion of this program leads to certification as a Certified Elections/Registration Administrator (CERA), Vendor (CERV) or Monitor (CEM). Due to enrollment limitations, only paid reservations will be honored.
- This is your opportunity to accelerate your progress through the courses and/or to allow you to complete your course requirements.
- In order to give as many people as possible an opportunity to take several courses at one location, we have eliminated all niceties: no meals, no fancy meeting rooms, etc. The **classes will still be the same high quality instruction** but in a "no frills" atmosphere.
- You must attend full contact hours to receive credit for the class. See note below concerning late arrivals and early departures.

WHEN: **Saturday, July 9 through Saturday, July 16 2011** (Conclude at 4:00 p.m. on July 16)
Students should arrive at 8:33 am in Everglades A Meeting Room for check in on Saturday, July 9.
Class begins at 9 a.m.

WHERE: Sanibel Harbour Hotel, 17260 Harbour Pointe Drive, Fort Myers, FL 33908
Phone: 239-466-4000 Fax: 239-466-2150

REGISTRATION DEADLINE: **Friday, June 24, with payment. Checks and money orders are accepted forms of payment.** Online credit card payments are also acceptable for Sanibel class registration. Unless you are notified that the class is full, you will receive an email confirmation once your registration is received and processed by The Election Center. **Late registration (after June 24) will include a fee of \$100 per person.** To register for these CERA classes please go to:
<http://electioncenter.org/ceraclass.php?id=2>

HOTEL RESERVATIONS: Please mention the "THE ELECTION CENTER" to reserve rooms at Sanibel Harbour. Our special group rate is \$109.00 per night, plus taxes. Call the Sanibel Harbour Hotel at 800-767-7777 and request reservations or you can make your reservations on-line at:
<http://www.marriott.com/hotels/travel/rswsb?groupCode=tecteca&app=resvlink&fromDate=7/5/11&toDate=7/18/11>

****Please note:** the Sanibel Harbour website and confirmation letter will state there is a resort fee. They will waive the resort fee once the guest arrives, however they can not change the verbiage of their website or confirmation letters**

You must make your own hotel reservations no later than 5 PM Friday, **June 10, 2011**. 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: NO maps provided. You are on your own for transportation. Nearest airport is Fort Myers, FL (RSW). You are responsible for arriving on time to the first morning's meet in the Everglades Meeting Room at 8:33 a.m. the morning of July 9.

EMERGENCY NUMBER: Contact Doug Lewis at mobile 713-516-2875 for emergencies only. Non-emergency matters, please call The Election Center at 281-293-0101.

You may choose from one to five courses to attend. Remember, however, this has been scheduled for a one-week time period to assist you in gaining certification more quickly. Since this is a "bare bones" approach, you will need to supply your own notepads, paper, pencils, etc. 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 phones, pagers, and any other electronic devices 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. This includes flights home so book flights well after ending time of courses. Do NOT plan on leaving class early to catch a flight. Please pay attention to all class times as they may vary.

W *ritten cancellations received by Friday, June 24 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 The Election Center, 12543 Westella, Houston, TX 77077 via fax to 281-293-0453 or email to services@electioncenter.org. 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 valid until 12-31-2012; unused credits will result in forfeiture. Cancellations received after June 24 result in financial obligation of participant.

CLASS SCHEDULE

Sat., July 9 (9-4:30) and Sun., July 10 (9-12:00) Instructor: Dr. Robert Montjoy

Course I: Introduction to Election and Voter Registration Systems Administration

Sun., July 10 (1:30-4:30) and Mon., July 11 (9-4:30) Instructor: Dr. Cindy Bowling

Course III: Planning and Budgeting for Elections and Voter Registration

Tues., July 12 (9-4:30) and Wed., July 13 (9-12:00) Instructor: Dr. Shawn Schooley

Course V: Ethics in Election and Voter Registration Administration

Thurs., July 14 (9:00-4:30) & Fri., July 15 (9-12:00) Instructor: Dr. Kathleen Hale

Course II: Management Concepts in Election and Voter Registration Administration

Fri., July 15 (1:30-4:30) & Sat., July 16 (8-4:00) Instructor: Connie Schmidt

Course IV: Election and Voter Registration Information Management and Technology