



National Association of Election Officials

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□ www.electioncenter.org

3/26/2013

READ THIS CAREFULLY -- IT CONTAINS ALL NECESSARY DETAILS

PROFESSIONAL EDUCATION PROGRAM

SUMMER SESSION AT SANIBEL HARBOUR HOTEL, FORT MYERS, FL

- For this session, you may choose from one to five courses to attend 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.
- In order to give as many people as possible an opportunity to take several courses at one location, we have contracted with the Sanibel Harbour Hotel to keep the cost at its lowest possible rate. The classes will still be the same high quality instruction but in a "no frills" atmosphere. No meals will be provided. You will need to supply your own notepads, paper, pencils, etc. If you are able to, please bring a laptop computer to the classes with you. We use the laptops for group presentations in lieu of flip charts.
- **All classes require full class attendance.** All classes are 1 ½ days in length (10 hours of instruction). 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 schedule 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.
- **Cancellations** must be directed in writing to the Election Center at services@electioncenter.org or faxed to 281-293-0453. **Written cancellations received by Friday, June 28 2013 will result in credit issued** for other Election Center events and/or PEP classes; **no refunds will be given.** 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 12-31-2014; unused credits will result in forfeiture. Cancellations received after Friday, June 28 result in financial obligation of participant.
- 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.*

REGISTRATION INFORMATION

WHEN: Saturday, July 13, 2013 through Saturday, July 20, 2013

Students meet at 8:33 a.m. in the Everglades A Meeting Room for check in on Saturday, July 13th. Class begins at 9 a.m. Last class concludes at 4:00 p.m. on Saturday, July 20th.

CLASS SCHEDULE

SAT, JULY 13 (9-4:30) & SUN, JULY 14 (9-NOON) INSTRUCTOR: DR. MITCHELL BROWN

COURSE V: Ethics in Election and Voter Registration Administration

SUN, JULY 14 (1:30-4:30) & MON, JULY 15 (9-4:30) INSTRUCTOR: DR. ROBERT MONTJOY

COURSE III: Planning and Budgeting for Elections and Voter Registration

TUE, JULY 16 (9-4:30) & WED, JULY 17 (9-NOON) INSTRUCTOR: DR. KATHLEEN HALE

COURSE II: Management and Leadership Concepts in Elections and Voter Registration Administration

THU, JULY 18 (9-4:30) & FRI, JULY 19 (9-NOON) INSTRUCTOR: DR. CINDY BOWLING

COURSE I: Introduction to Election and Voter Registration Systems Administration

FRI, JULY 19 (1:30-4:30) & SAT, JULY 20 (8-4:00) INSTRUCTOR: MATT MASTERSON, JD

COURSE IV: Election and Voter Registration Information Management and Technology

WHERE: Sanibel Harbour Hotel, 17260 Harbour Pointe Dr., Fort Myers, FL 33908

Phone: (239) 466-4000 Fax: (239) 466-2150

REGISTRATION DEADLINE: **Friday, June 28, *with payment*.** Credit Card (MasterCard and Visa ONLY), checks or money orders are accepted forms of payment. Click [HERE](#) to register for the classes. 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 will include a fee of \$100 per person.***

HOTEL RESERVATIONS: Please mention the "THE ELECTION CENTER" to reserve rooms at the Sanibel Harbour Hotel. Our special group rate is \$119.00 per night, plus taxes. Call the Sanibel Harbour Hotel at (800) 767-7777 and request reservations or you can make your reservations on-line by clicking [HOTEL RESERVATIONS](#). You must make your own hotel reservations no later than 5 PM EST Wednesday, **June 12, 2013**. After that date, they do not have to hold rooms for us nor do they have to honor the special rate. **DO NOT DELAY.**

****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.**

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 13.

EMERGENCY NUMBER: Contact Tim Mattice at mobile #832-474-8951 for emergencies only. Non-emergency matters, please call The Election Center at 281-293-0101.