

Application for CERA/CERV/CEM Renewal

Procedure:

1. Renewal status is required every three years following your graduation date. Renewal fee is \$150.00 per renewal.
2. Course Requirement: Complete one PEP renewal course during your three-year renewal period.
3. Conference/Workshop Requirements (two events): (1) Attend two Election Center conferences/workshops, **OR** (2) Attend one Election Center conference/workshop **PLUS** one event from another organization/association (minimum of 5 hours of election or voter registration subject matter). This must occur between your graduation date and the three-year renewal deadline.
4. Deadline for submission is December 31 of your renewal year. Make check payable to the Election Center (If paying by credit card, go to: www.electioncenter.org/payments.php. Mail to: The Election Center, 21946 Royal Montreal Dr. Suite 100, Katy, TX 77450.

Application for CERA/CERV/CEM Renewal

NAME: _____	
TITLE: _____	
BUSINESS ADDRESS: _____ <div style="text-align: center; font-size: small;">(No P.O. box)</div>	
<hr/> <div style="text-align: center; font-size: small;">(City, State, Zip)</div>	
PHONE: (____) _____ - _____ FAX: (____) _____ - _____	
E-MAIL: _____	
ENCLOSED ARE:	Check for \$150 (payable to the Election Center) Application for Renewal Course Credit information Conference/Workshop Credit information Documentation Miscellaneous: _____
I AM REQUESTING APPROVAL FOR RENEWAL OF CERTIFICATION STATUS AS:	
CERA (OR) CERV (OR) CEM	
_____ DATE OF CERA/CERV/CEM GRADUATION	
_____ DATE CURRENT CERA/CERV/CEM EXPIRED (from Certificate)	
SIGNATURE: _____ DATE: _____	
Election Center Use Only	
_____ Application Received (Date) _____ Fee Included _____ Renewal Issued (Date)	
_____ Membership Number (Election Center Member #)	

Course Credit for Renewal

Procedure:

Course Requirement: Complete one PEP renewal course during your three-year renewal period. Documentation not required.

Course Credit for Renewal

PEP COURSE # <small>(One renewal course required)</small>	TITLE	LOCATION	DATE

SIGNATURE: _____ DATE: _____

(OR)

IN LIEU OF PEP COURSE(S), I MADE PRIOR ARRANGEMENTS WITH THE ELECTION CENTER TO COMPLETE AN INDEPENDENT STUDY PROJECT.

Description of project:

Project assigned by: _____ Date assigned: _____

Completed project submitted to: _____ Date submitted: _____

SIGNATURE: _____ DATE: _____

PEP Certification Board use only:
Study project evaluated and _____ meets OR _____ does not meet the criteria for course credit.

Comments:

Signature of Board Member: _____ **Date:** _____

Conference/Workshop Credit for Renewal

Procedure:

1. Conference/Workshop Requirements (two events):

(1) Attend two Election Center conferences or workshops, **OR**

(2) Attend one Election Center conference or workshop **PLUS** attend one event from another organization/association (minimum of 5 hours of election or voter registration subject matter). This must occur between the graduation date and the 3-year renewal deadline.

a. In highly unusual situations and only when arrangements have been made several months in advance of the renewal deadline, The Election Center may assign an independent study project in lieu of conference/workshop attendance. If this is applicable, please describe the project, include name of individual who made the assignment, assignment date, completion and submission date.

Conference/Workshop Credit for Renewal

Organization	Title of Event	Location	Date	Documentation
1)				No verification required for Election Center events but please indicate location and date. Other events - documents required: program or written description PLUS receipt or cancelled check
2)				

SIGNATURE: _____ DATE: _____
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<p><i>(</i></p> <p>PEP Certification Board use only: Study project evaluated and _____ meets OR _____ does not meet the criteria for course credit. Comments:</p> <p>Signature of Board Member: _____ Date: _____</p>
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