



National Association of Election Officials

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□ www.electioncenter.org

5/3/2017

Professional Education Program Summer Session at Sanibel Harbour Hotel, Fort Myers, FI

- 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, pens, 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 pm] or after class.* **Cell phones 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 accordingly. 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 281-396-4315. Written cancellations received by Friday, June 23, 2017 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 12-31-2018; unused credits will result in forfeiture. Cancellations received after **Friday, June 23, 2017** 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 8, 2017 through Saturday, July 15, 2017

Students meet at 8:33 a.m. in the **Everglades A** Meeting Room for check-in on Saturday, July 8. Class begins at 9 a.m. Last class concludes at 3:30 p.m. on Saturday, July 15.

Class Schedule

Sat, Jul 8, 2017 (9:00am - 4:30pm) & Sun, Jul 9, 2017 (9:00am - 12:00pm)

Instructor: Dr. Kelly Krawczyk

Course II: Management and Leadership Concepts in Election and Voter Registration Administration

Sun, Jul 9, 2017 (1:30pm - 4:30pm) & Mon, Jul 10, 2017 (9:00am - 4:30pm)

Instructor: Dr. Chris McGinn

Course IV: Election and Voter Registration Information Management and Technology

Tue, Jul 11, 2017 (9:00am - 4:30pm) & Wed, Jul 12, 2017 (9:00am - 12:00pm) *(no class Wed. pm)*

Instructor: Dr. Mitchell Brown

Course I: Introduction to Election and Voter Registration Systems Administration

Thu, Jul 13, 2017 (9:00am - 4:30pm) & Fri, Jul 14, 2017 (9:00am - 12:00pm)

Instructor: Jonathan Fisk

Course V: Ethics in Election and Voter Registration Administration

Fri, Jul 14, 2017(1:30pm - 4:30pm) & Sat, Jul 15, 2017 (8:00am - 3:30pm)

Instructor: Robert Montjoy

Course III: Planning and Budgeting for Elections and Voter Registration

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

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

REGISTRATION DEADLINE: Friday, June 23, 2017, with payment. Credit Card (AMEX, MasterCard, Discover and Visa ONLY), checks or money orders are accepted forms of payment. 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. *(There are two sleeping room towers Sanibel Tower and Captiva Tower. Based on total resort availability, guest rooms and guest suites in the Election Center block may consist of (1) or both towers and the Captiva Tower is a short walk (approximately 5-7 minutes) to the Sanibel tower where the classes take place.)*

Our special group rate is **\$135.00 per night, plus taxes.** Make your reservations on-line by clicking [HOTEL RESERVATIONS](#) or call the Marriott Reservations (800) 228-9290 or the Sanibel Harbour Hotel at (239)-466-4000 and request reservations. You must make your own hotel reservations no later than 5 PM EST **Friday, June 9, 2017.** 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 \$15 per day 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: You are on your own for transportation. Nearest airport is Fort Myers, FL (RSW). *Self-parking at Sanibel Harbour is \$6.00 per day (reduced rate for Election Center attendees)*

Click [HERE](#) to register for the classes