



## 2019 FCEP Course Schedule

February 6 - 8, 2019

- 101 Basic Election Law
- 102 Voter Registration
- 103 Voting Systems
- 104 Fundamentals of Customer Service
- 105 Ethics & Liability

April 3 - 5, 2019

- 106 Vote-by-Mail
- 107 Polling Place Management & Facilities
- 108 Budget Development
- 109 Human Resource Management: Laws & Hiring
- 110 Human Resource Management: Development & Separation

June 5 - 7, 2019

- 111 Information Technology
- 112 Professional Communication Skills
- 113 Effective Meeting Management
- 114 Canvassing Board Process
- 115 Post-election Ballot Management: Audits & Recounts

August 7 - 9, 2019

- 116 Candidate Qualifying
- 117 Voter Outreach & Education
- 118 Election Worker Management
- 119 Public Records Management
- 120 Continuity of Operations