



**FLORIDA STATE ASSOCIATION OF  
SUPERVISORS OF ELECTIONS, INC.**

**FLORIDA CERTIFIED ELECTIONS PROFESSIONAL (FCEP)  
PROCEDURES AND PROTOCOLS\***

REGISTRATION	
1	Class registration information shall be prepared by the FCEP Program Coordinator(s) or a designated representative and emailed to all Supervisors of Elections, public officials responsible for election-related duties, and Election Vendors.
2	Registration will commence with a notice/email sent to all Supervisors of Elections, public officials responsible for election-related duties, and Election Vendors.
3	Florida Supervisors of Elections, their staff, public officials responsible for election-related duties, and Election Vendors are eligible to participate in the FCEP classes.
4	Registration confirmation will be sent to the email listed on the registration.
REFUNDS	
5	Requests for refunds will be granted if received at least three business days prior to the scheduled class.
6	A cancellation fee will be deducted if the registrant pays via a credit card. Fees may be up to \$35.00 and are per registrant.
INSTRUCTORS/COURSE MATERIALS	
7	The FCEP Program Coordinator(s) shall assist the FCEP Committee with the course development and design and locating and interviewing instructors.
8	The FCEP Program Coordinator(s) shall field instructor questions regarding course content and design.
9	The FCEP Program Coordinator(s) shall review and edit all handout materials and PowerPoint's.
10	The FCEP Program Coordinator(s) or a designated representative shall upload all course materials to the FCEP page of the FSASE website and then email a link to each class participant prior to the courses. Class participants are responsible for bringing course materials to each of their classes.
ON-SITE REGISTRATION	
11	The FCEP Program Coordinator(s) or a designated representative shall prepare a sign-in roster and participants shall sign in for each class.
ADDITIONAL ARRANGEMENTS	

12	The FCEP Program Coordinator(s) or designated representative shall coordinate arrangements with the facility regarding room arrangements i.e. tables, chairs, etc.
13	The FCEP Program Coordinator(s) or a designated representative shall coordinate all audio visual needs for the courses.
14	The FCEP Program Coordinator(s) or a designated representative shall coordinate all breaks and lunches for the courses.
15	The FCEP Program Coordinator(s) or a designated representative shall coordinate a room block and rates with the designated hotel.
<b>ATTENDANCE</b>	
16	Course attendees MUST attend the full class and its total time. Credit will NOT be given to those who enroll, attend a portion of the class, go do business, etc. and then return to the class. Therefore, should an attendee miss any portion of a class, that attendee will be required to re-take the class in order to get credit for that course.
<b>COURSE EVALUATIONS</b>	
17	At the end of each class, course evaluations will be placed in a designated box. Feedback and comments will be compiled by the FCEP Program Coordinator(s) or a designated representative and provided to the FCEP Committee.
<b>CLASS ROSTERS</b>	
18	The FCEP Program Coordinator(s) or a designated representative shall deliver the class rosters to the Division of Elections for credit to be applied.
<b>TRACKING/FILING SYSTEM/REPORTS</b>	
19	The FCEP Program Coordinator(s) or a designated representative shall enter all participants into the tracking system (excel and ELM).
20	The Master FCEP Tracking Database will reside in two separate locations in order to ensure the security of the database.
21	The FCEP Program Coordinator(s) shall develop quarterly and end of year reports for FCEP Committee and FSASE President.
<b>MASTER DESIGNATIONS</b>	
22	After completion of all of the required courses, Supervisor of Elections and their staff shall earn the designation of Master Florida Certified Elections Professional (MFCEP).
23	After completion of all of the required courses, Elections Vendors shall earn the designation of Master Florida Certified Elections Vendor (MFCEV).
<b>RECERTIFICATION</b>	
24	Recertification for MFCEP's and MFCEV's occurs every two years following their original graduation date.
25	In order to retain certification, SOE's, SOE staff and Vendors must complete one Master FCEP renewal course during their recertification period.
26	Should a participant fail to meet the recertification requirements by their recertification deadline, the participant will no longer be listed as an active MFCEP/MCFEV on the FSASE website. Participants will be listed as "inactive" until their recertification is brought up to date.
<b>VENDOR PARTICIPATION</b>	
27	Vendors participating in the FCEP program are not permitted to solicit FCEP participants before, during, and/or after sessions.

PROGRAM ADMITTANCE	
28	Prior to beginning the FCEP Program, each participant must complete and submit the “Application for Admittance” form located on the FSASE website.
MFCEP/MFCEV GRADUATION REQUIREMENTS	
29	In order to graduate from the FCEP Program, each participant must complete and submit the “Application for Graduation” form located on the FSASE website.
COORDINATOR/FACULTY/PARTICIPANT RESPONSIBILITIES	
30	FCEP Program Responsibilities and Expectations (see attachment A).
31	FSASE Certification Program Background and History (see attachment B).

\*All Procedures and Protocols listed above are subject to change or amendment by the Florida Certified Elections Professional Committee Chair and/or Committee.

05/2019

## **Attachment A:**

### **FCEP Program**

#### **Coordinator Responsibilities and Expectations**

1. Collaborate with faculty to develop and present assigned content using election related examples and Power Point images due at least 2 weeks prior to the program dates.
2. Upload electronic copies to the FSASE website at least 7 calendar days before the sessions.
3. Business or business casual attire.
4. Ensure that room set up, equipment, and supplies are appropriate for each class.
5. Provide a microphone check with instructors at least 20 minutes prior to each class.
6. Welcome participants using the written information about FCEP's background and history.
7. Be available during each session to assist the instructor with any additional handouts, sound and/or technical issues.
8. Distribute evaluation forms during the second break.
9. Receive completed evaluations at the registration desk.

#### **Faculty Responsibilities and Expectations**

1. Collaborate with program coordinators to develop and present assigned content using election related examples and Power Point images.
2. Final handouts and Power Point slides are due approximately three weeks before the training dates.
3. Business or business casual attire.
4. Arrive at least 20 minutes prior to session for a microphone check.
5. Provide two 10-minute breaks for 4-hour classes.

6. Evaluations will be distributed by the coordinators during a break.
7. Instructor to reserve 5 minutes at the program conclusion for evaluations.
10. Evaluations to be placed on designated areas on the registration table.

### **Participant Responsibilities and Expectations**

To receive credit for a course, participants must:

- Register and pay for each class
- Attend the full session

1. Arrive prepared for each class with printed course material.
2. Recognize that classes are expected to begin on time and end on time. Requests to end early are not appropriate.
3. Classroom decorum is requested so as to maintain an atmosphere of learning and inquiry — everyone can still have fun!
4. Two breaks will be provided during each session. In order to improve the quality of the FCEP Program, the use of cell phones is not permitted.
5. Business casual attire is requested.
6. Take time to complete the evaluation after each session. Place the completed evaluation on the registration table.

## **Attachment B:**

### **FSASE Certification Program Background History**

The FSASE's certification program is a statewide collaborative effort with Florida State University (FSU) that has produced a comprehensive, multi-level program, for state certification for Supervisors of Elections and their staff. During FSASE's strategic planning process in August 2005, both the need and initial commitment for such a program were expressed.

Designed to address statewide conformity, consistency of practices and voter confidence, the Florida Certified Election Professional program (FCEP) was initially coordinated through the Florida Institute of Government at Florida Gulf Coast University (FGCU) with assistance from Anne Schroeder of Schroeder Management Consultants in Fort Myers, FL. Each of the 67 counties was contacted and included during the research phase in one or more of the following methodologies: focus groups, telephone interviews and an online survey. All resulting recommendations were channeled through FSASE's Education and Certification Committee.

The program consists of 30 courses and is comprised of classroom content, participant workbooks, application activities, and shared best practices. Course content is based on real-life, practical experience for Florida elections. The program provides 120 hours of classroom content

An overarching set of core values directs all course content and the selection of content expert trainers. The values are as follows:

1. Apply the highest ethical standards, integrity, competencies and professionalism
2. Seek to continuously improve the election experience in Florida
3. Maintain transparency in relationships with citizens, colleagues, staff and other agencies
4. Communicate openly and honestly, inviting the free expression of ideas
5. Collaborate as a team acknowledging diverse roles and expertise
6. Strive for personal excellence and professional development through purposeful and continual learning.

The total number of individual participants throughout the years is 562, and so far there are 156 who have achieved the MFCEP designation and 5 who have achieved the MFCEV designation.