



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 FSASE Executive Assistant 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 \$25.00 and are per registrant.
INSTRUCTORS/COURSE MATERIALS	
7	The Program Coordinators shall assist the FCEP Committee with the course development and design and locating and interviewing instructors.
8	The Program Coordinators shall field instructor questions regarding course content and design.
9	The Program Coordinators shall review and edit all handout materials and PowerPoint's.
10	The FSASE Executive Assistant or a designated representative shall email all course materials 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 FSASE Executive Assistant or a designated representative shall prepare a sign-in roster and participants shall sign in for each class.
ADDITIONAL ARRANGEMENTS	
12	The FSASE Executive Assistant or designated representative shall coordinate arrangements with the facility regarding room arrangements i.e. tables, chairs, etc.
13	The FSASE Executive Assistant or a designated representative shall coordinate all audio

	visual needs for the courses.
14	The FSASE Executive Assistant or a designated representative shall coordinate all breaks and lunches for the courses.
15	The FSASE Executive Assistant or a designated representative shall coordinate a room block and rates with the designated hotel.
ATTENDANCE	
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.
COURSE EVALUATIONS	
17	At the end of each class, course evaluations will be placed in a designated box. Feedback and comments will be compiled by the FSASE Executive Assistant or a designated representative and provided to the FCEP Certification Committee.
CERTIFICATES	
18	The FSASE Executive Assistant or a designated representative shall prepare Certificates of Participation for each participant to be emailed to each respective participant after course completion.
19	The FSASE Executive Assistant or a designated representative shall prepare and distribute Certificates of Appreciation for each Instructor.
QUIZZES	
20	Course quizzes will be distributed at the end of each class. Groups are encouraged to work on the quizzes together and then grade each other's quizzes with the help of the course instructor. Completed/graded quizzes are then to be turned in at the end of the class.
CLASS ROSTERS	
21	The FSASE Executive Assistant or a designated representative shall deliver the class rosters to the Division of Elections for credit to be applied.
TRACKING/FILING SYSTEM/REPORTS	
22	The FSASE Executive Assistant or a designated representative shall enter all participants into the tracking system.
23	The Master FCEP Tracking Database will reside in two separate locations in order to ensure the security of the database.
24	The Program Coordinator shall develop quarterly and end of year reports for FCEP Committee and FSASE President.
MASTER DESIGNATIONS	
25	After completion of all of the required courses in each level, Supervisor of Elections and their staff shall earn the designation of Master Florida Certified Elections Professional (MFCEP).
26	After completion of all of the required courses in each level, Elections Vendors shall earn the designation of Master Florida Certified Elections Vendor (MFCEV).
RECERTIFICATION	
27	Recertification for MFCEP's and MFCEV's occurs every two years during the month of their original Master designation.

28	For SOE's: To maintain MFCEP certification, SOE's must participate in 24 hours of continuing education annually, in alignment with current state requirements. The letter received by the SOE from the DOE regarding approval of annual state recertification will be accepted for MFCEP recertification. In addition, SOE's must complete one Master FCEP renewal course during their recertification period.
29	For staff: To maintain certification, SOE staff must successfully complete, at a minimum, 6 hours of FSASE, Election Center, IACREOT, and/or election-related session attendance. Proof of said attendance includes agendas, education hour certificates, and receipts if applicable. In addition, SOE staff must complete one Master FCEP renewal course during their recertification period.
30	For vendors: To maintain certification, vendors must successfully complete, at a minimum, 6 hours of FSASE, Election Center, IACREOT, and/or election-related session attendance. Proof of said attendance includes agendas, education hour certificates, and receipts if applicable. In addition, SOE staff must complete one Master FCEP renewal course during their recertification period.
VENDOR PARTICIPATION	
31	While attending FCEP sessions, vendors participating in the FCEP program are not permitted to solicit FCEP participants before, during, and/or after class sessions.
COORDINATOR/FACULTY/PARTICIPANT RESPONSIBILITIES	
32	FCEP Program Responsibilities and Expectations (see attachment A).
33	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.

08/07/2017

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. Send electronic copies to designated county representative 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 manila envelopes with quizzes and evaluation forms during the second break.
9. Receive completed quizzes and 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. Quiz questions will match content presented during the class.
4. Business or business casual attire.

5. Arrive at least 20 minutes prior to session for a microphone check.
6. Provide one 10-minute break for 3-hour classes. Provide one 10-minute break plus an additional 6 to 7-minute stretch break for 3.5 to 4-hour classes.
7. Quizzes and evaluations will be distributed by the coordinators in a manila envelope during a break.
8. Instructor to reserve 10 – 12 minutes at the program conclusion for table groups to answer quiz questions. Instructor then provides answers to the 5 quiz questions. Names are to be written on the quizzes.
9. Wrap up with evaluations.
10. Quizzes and 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
- Complete the quiz with a score of 80%

1. Arrive prepared for each class with printed course material emailed prior to the session.
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. One to two breaks will be provided during each session. In order to improve the quality of the FCEP Program, the use of cell phones for voice and email are not permitted.
5. Business casual attire is requested.
6. Take time to complete the quiz and table-group evaluation after each session. Write your name on the quiz and place both forms 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 a three-tiered system to certification (Florida Certified Election Professional I, II, and III) comprised of classroom content, participant workbooks, application activities, shared best practices, and end-of-course assessments. In addition, three strands of specialization guided the selection of courses into the curriculum: Legal and Managerial Foundations; Managing Processes and Procedures; and Personal and Organizational Development. Course content is based on real-life, practical experience for Florida elections. Each level has between 37.5 to 42.5 classroom hours.

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 506, and so far there are 113 who have achieved the MFCEP designation and 2 who have achieved the MFCEV designation.