

Training Attendance Policy

The SVRS team will provide two types of training in association with the initial rollout of the Statewide Voter Registration System:

Type of Training	Description
Business Process	<ul style="list-style-type: none"> To help all municipalities and counties understand the new way of doing business (or the new standards), the SVRS deployment includes a training session on the new policies, procedures and forms on the process of voter registration and election management. This one-day training will be conducted in each SVRS region. There is a class specifically designed for self-providers, and another specifically designed for the provider/reliar groups. Business process training will be scheduled before application training, and attendees will receive a training manual and materials they can take home. Attendance is required for Reliers, Self-Providers and Providers. At least one person from each municipality must attend, but attendance is open to clerks, deputy clerks, and any other staff that will be administering voter registration on the local level. This does not replace Chief Inspector training, nor does it qualify as a Chief Inspector training course.
Application	<ul style="list-style-type: none"> For those counties and municipalities that will use SVRS (Providers and Self-Providers), the SVRS team will offer a series of hands-on training classes to instruct users on the new application. Attendees will receive a training manual and materials. Initial application training will last for two days, and will be offered more than once in each region. SVRS Application Training will be immediately followed by 1.5 days of lab time in which users will "Go Live" on the system. Attendance is required for Self-Providers and Providers. Attendance at business process training is highly recommended prior to attendance at application training. Each person that will be using SVRS is required to attend the full two-day initial SVRS application training. A user ID for SVRS will be issued only after completion of the two-day course. Attendance at the 1.5 days of "Go Live" is required by the primary users that will be validating data quality. This will be clerks' primary opportunity for one-on-one coaching. The online enrollment process is strictly enforced to allow appropriate preparation for the 1.5 days of "Go Live". Users must enroll online no later than one week in advance of class. Confirmed students must attend their confirmed class and should not send an alternate in their place. In rare circumstances, a student will not be confirmed for the class they select through online registration. The State Elections Board will work with the student to reschedule for another course. Walk-in attendees are not permitted to Application Training. Only pre-registered, confirmed students are allowed, due to the limited number of training laptops available for student use and the preparation required for those students.

Questions about the Training Attendance Policy should be directed to the SVRS Specialist, who will direct the question to the appropriate resource.