



Professional Poll Worker Program

For the August 18th and November 3rd Primary and General Elections



Fall 2020 Online Training Class

The Leon County Online Poll Worker Training is now available. This web-based curriculum mirrors the 2020 Polling Place and Voting Systems Operations Manual and will provide the core training you need to be a poll worker.

In addition to the information found in the handbook, there are test questions, real life case studies/exercises to resolve, voting equipment videos and instructions.

Registering for the Online Course

Poll Workers assigned to the Primary and/or General Election will receive an email from the Online training module with the course link and your log-in information. If you have already registered for an online course in the past, you can use your former log-in information and reset your password.

Remember, if you do not have an email address, you can create one using one of the free providers such as Hotmail, Yahoo, or Gmail.

**Should you have any questions about the
Online Poll Worker Training,**
please email pollwork@leoncountyfl.gov
or call 850.606.8607

We are committed to your success on Election Day, your health, and safety. In fact, my office is taking a variety of precautions so that our voters and poll workers can participate safely.

To better serve you, we have created an online training course. The online course is temporarily replacing our in-person training program for the 2020 election cycle. The course will cover all the topics that would have been normally covered in your in-person training class.

There will be Practice-Makes-Perfect open labs available so you can strengthen your training with hands-on experience.

Thank you for your service and see you on Election Day!

Mark S. Earley
Supervisor of Elections Leon County

Practice-Makes-Perfect Open Labs REQUIRED for all first time Poll Workers

Open labs are designed to provide hands-on practice with the voting technologies that you will work with on Election Day. Trainers are also available to answer questions and provide assistance.

In keeping with guidelines to assure your health and safety, lab opportunities will be limited to 10 people in 45 minute appointments. There will be 48 open lab sessions that you can participate in! Dates and times are listed on the on the back of this document.

You can reserve your lab time by any of these options:

- Use the link in the Online Training course. Simply choose your date and time--that's it!
- Via our website at LeonVotes.org
- Email your request to pollwork@leoncountyfl.gov
- Call us at 606-8607

Practice-Makes-Perfect Open Labs

July 2020

Monday	Tuesday	Wednesday	Thursday	Lab Information
June 29 10-10:45 a.m. 11-11:45 a.m. 12:00-12:45 p.m. 1:00-1:45 p.m.	June 30 10-10:45 a.m. 11-11:45 a.m. 12:00-12:45 p.m. 1:00-1:45 p.m.	July 1 10-10:45 a.m. 11-11:45 a.m. 12:00-12:45 p.m. 1:00-1:45 p.m.	July 2 10-10:45 a.m. 11-11:45 a.m. 12:00-12:45 p.m. 1:00-1:45 p.m.	Labs will be in 45 minute time slots to allow proper cleaning between groups. If you are unable to complete the online course, or do not have access to a computer/ internet, you can reserve lab time and meet with a trainer one-on-one. Just let us know. Please arrive on time and reserve your spot. Walk-ins cannot be accommodated if we have 10 people already in the lab.
July 6 10-10:45 a.m. 11-11:45 a.m. 12:00-12:45 p.m. 1:00-1:45 p.m.	July 7 10-10:45 a.m. 11-11:45 a.m. 12:00-12:45 p.m. 1:00-1:45 p.m.	July 8 10-10:45 a.m. 11-11:45 a.m. 12:00-12:45 p.m. 1:00-1:45 p.m.	July 9 10-10:45 a.m. 11-11:45 a.m. 12:00-12:45 p.m. 1:00-1:45 p.m.	
July 13 10-10:45 a.m. 11-11:45 a.m. 12:00-12:45 p.m. 1:00-1:45 p.m.	July 14 10-10:45 a.m. 11-11:45 a.m. 12:00-12:45 p.m. 1:00-1:45 p.m.	July 15 10-10:45 a.m. 11-11:45 a.m. 12:00-12:45 p.m. 1:00-1:45 p.m.	July 16 10-10:45 a.m. 11-11:45 a.m. 12:00-12:45 p.m. 1:00-1:45 p.m.	

Leon County Supervisor of Elections
Online Poll Worker Training for the Primary and General 2020 Election

"This training program will help you to be successful on Election Day. It provides the information you need to perform various tasks at the polls, complete and meet the challenges that arise.

The course is divided into six lessons. During the course, you can start, stop and come back to where you left off, and skip from lesson to lesson. At the end, you must answer the exam questions to verify you understand the material.

Upon completing the course, you will be able to print a certificate indicating that you have completed the Online Poll Worker Training.

Thank you for helping ensure elections in Leon County remain fair, credible, and something of which all Floridians can be proud of!"

Sincerely,
Mark S. Earley
 Supervisor of Elections, Leon County

Training Modules

SUMMARY: This is the training necessary to prepare you for election day, qualify voters, operate voting equipment, assist voters, and close the polls.

I. PREPARING FOR ELECTION DAY

- Election 101: A Message for New Election Workers
- Document: Your Polling Site and Safety (downloadable pdf)
- Lesson 1: Before Election Day (downloadable pdf)
- Lesson 2: Preparing the Poll
- Lesson 3: Preparing the Materials (downloadable pdf)
- Lesson 4: People Allowed in the Polling Place

IV. ASSISTING VOTERS WITH DISABILITIES

- Lesson 1: Providing Assistance
- Lesson 2: Setting up an accessible session on the voter assistance device
- Document: Service Values Guide (downloadable pdf)

→ Module 4 Quiz

How to Register for the Online Class

You will be automatically enrolled and should receive an emailed invitation.

If you don't receive the invitation contact us for assistance or register online!

Need a Manual?

Manuals are available for pick-up in the main office or can be downloaded from the online course.

Other materials are also available for download in the online course or pick-up.

Just let us know how we can best serve you!

DEADLINE TO COMPLETE THE COURSE:

To work the Primary Election: JULY 24

To work the General Election: OCT 16

Need more information?

Frequently Asked Questions are available in the course materials.

Contact Us!

We're here to help!

Call: (850) 606-8607

Email: pollwork@leoncountyfl.gov

Online @LeonVotes.org