



Poll Worker Training Certificate (PWTC-03)

Poll Working Training Certificate (PWTC-03)

A copy of this form is to be kept by the Election Superintendent and a copy is sent to the Secretary of State. This form can be ordered from the Georgia Elections Supply Store. Upon completion of required poll worker training, the Elections Superintendent must complete form PWTC-03.

POLL WORKER TRAINING PROGRAM
FOR _____ ELECTION CYCLE
O.C.G.A. § 21-2-99

• White Copy to be filed with Secretary of State
• Yellow Copy to be filed with Election Superintendent

COUNTY/MUNICIPALITY: _____
ELECTION SUPERINTENDENT: _____

Pursuant to O.C.G.A. § 21-2-99, election training was provided to all poll officers and poll workers in the following areas:

- 1) the use of the election equipment identified below;
- 2) voting procedures; and
- 3) all aspects of state and federal laws applicable to conducting an election and other duties in connection therewith.

Election Equipment: _____
Date of Training: ____/____/____ through ____/____/____
Total number of persons served: _____
Total number of persons trained: _____

I certify that the number of participants who attended the election training held for the Election Cycle 20____, successfully completed the training, and are qualified to assist the Election Superintendent during the upcoming elections. Furthermore, each person who attended and successfully completed the training was provided a certificate of qualification as required by O.C.G.A. § 21-2-99.

Election Superintendent _____ Date _____

Form #PWTC-03

O.C.G.A. § 21-2-99

Instruction of poll officers and workers in election procedures; certifications; notification of completion of training to Secretary of State

(a) The election superintendent shall provide adequate training to all poll officers and poll workers regarding the use of voting equipment, voting procedures, all aspects of state and federal law applicable to conducting elections, and the poll officers' or poll workers' duties in connection therewith prior to each general primary and general election and each special primary and special election; provided, however, such training shall not be required for a special election held between the date of the general primary and the general election. Upon successful completion of such instruction, the superintendent shall give to each poll officer and poll worker a certificate to the effect that such person has been found qualified to conduct such primary or election with the particular type of voting equipment in use in that jurisdiction. Additionally, the superintendent shall notify the Secretary of State on forms to be provided by the Secretary of State of the date when such instruction was held and the number of persons attending and completing such instruction. For the purpose of giving such instructions, the superintendent shall call such meeting or meetings of poll officers and poll workers as shall be necessary. Each poll officer shall, upon notice, attend such meeting or meetings called for his or her instruction.

(b) No poll officer or poll worker shall serve at any primary or election unless he or she shall have received instructions, as described in subsection (a) of this Code section; shall have been found qualified to perform his or her duties in connection with the type of voting equipment to be used in that jurisdiction; and shall have received a certificate to that effect from the superintendent; provided, however, that this shall not prevent the appointment of a poll officer or poll worker to fill a vacancy arising on the day of a primary or election or on the preceding day.