



THE STATE OF TEXAS Online Poll Worker Training Program

Brought to you by Secretary of State Roger Williams

Texas Poll Worker Training Login



Welcome to the State of Texas Online Poll Worker Training Program. We thank you for your participation and hope this training program will teach you how to be an effective poll worker.

In conjunction with our face to face program, this course will provide the information you need to perform the various jobs at the polls, complete the necessary forms, and meet the challenges that arise on Election Day.

Enter your email
address

Enter your password

[Trouble Logging In? Click Here.](#)

Log In

Please note: To access all the features of this course, Adobe Acrobat Reader and Windows Media Player are required. Most computers come with these applications pre-installed. But if you do not see the video above or have problems viewing any of the resources, please click on the help tab inside the course for links to download these applications.



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Course Outline

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2. Day in the Life

3. Polling Place Procedure

a. Before Election Day

b. Prepare the Polling Place

c. Prepare the Election Materials & Staff

d. Allowed Staff & Observers

e. Qualify Voters

f. Assist Voters

g. Close & Secure the Polling Place

h. Manage Voted Ballots & Election Records

4. Voters with Disabilities

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Introduction

Welcome to The State of Texas Online Poll Worker Training Program.

This training program will teach you how to be a knowledgeable and efficient Election Judge or Clerk. It provides the information you need to perform various tasks at the polls, complete the necessary forms, and meet the challenges that arise on Election Day.

The program can be completed in approximately 60 minutes or less. You can:

- start, stop, and come back to where you left off,
- ask for assistance by clicking on the help links located at the top and bottom of each page,
- go back to review at any time while taking the training, and
- retake the course as a refresher before you work at the polls.

The complete course must be taken in sequence before taking the test at the end. Be sure to answer the questions at the end so we can verify you understand the material and qualify as a poll worker. Upon completing the course, you will be able to print a certificate indicating that you have completed the Secretary of State's Online Poll Worker Training Program.

Respectfully,

Roger Williams, Secretary of State

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Site Navigation Tips



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Please Note: If you have additional questions concerning either the general functionality of the course or the content, please click on the [help](#) links located at the top and bottom of each course page.

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A Day in the Life

The following is a fictitious story. It sets the stage for this training course. These situations are based on real experiences of poll workers. As you read the situations that arise in "Precinct 101," consider whether the poll workers acted correctly. Look for the answers to the questions posed throughout **A Day in the Life** as you take the course and encounter these characters and situations again.

And, so we begin getting ready for Election Day at Precinct 101 . . .

Betty is the presiding election judge in Precinct 101. The day before the election, she picked up her ballots and supplies. She checked out the polling place – a school cafeteria – and obtained contact information for the custodian who opens the building. They agreed to meet by 6:30 AM on Election Day. Judge Betty then reviewed the Election Kit and prepared a "goody bag" to feed her clerks.



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Betty: Election Judge

Is she ready for Election Day?

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Before Election Day

If you are the presiding election judge, you should . . .

1. Visit the polling place to:

- familiarize yourself with the layout of the space and assess its adequacy to accommodate and secure the voting equipment,
- locate the entrances and restrooms,
- check for availability of telephones, electrical outlets, tables, and chairs,

2. Meet and obtain contact information of the person responsible for unlocking the polling place on Election Day,

3. Contact the alternate presiding judge and clerks assigned to the polling place to:

- confirm their availability and assignments, and
- remind them to arrive no later than 6:15 AM (or at their scheduled time if the authority conducting the election allows "split shifts"),

4. Examine the election materials to make sure you have:

- an [Election Kit](#) with all the forms,
- an office supply box with plenty of pens and suitable instruments for marking a ballot,
- nametags,
- a copy of *Qualifying Voters: A Handbook for Election Judges & Clerks 2006-2007* published by the Texas Office of the Secretary of State,
- Voting Precinct Map, and
- list of polling places throughout the political subdivision and surrounding counties for today's election,

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Resource

[Checklist for Presiding Judges](#)



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[Presiding Election Judge](#)



Hint

As applicable, and as instructed by the authority conducting the election, familiarize yourself with the audio ballot. Listen for pauses between offices that might confuse voters. Knowing the ballot will help you assist voters and answer questions they may have.



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Voters with Disabilities

Voters who are elderly, voters who have disabilities . . .

Polling places must accommodate voters who have disabilities. No person should be denied the right to vote because they have restricted mobility, vision, or speech or hearing impairments.

Accommodating people who have disabilities is mostly a matter of sensitivity and common sense.

Continue to the next page for some etiquette reminders.

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Case Studies, 1 of 10



CASE STUDY:

Kim's set-up task at the polling place was to hang the Voting Instruction Poster, the List of Declared Write-ins, and the Sample Ballot. She hung one set about 3 feet from the floor near the DRE machine and other sets around the polling place, including near the distance markers and at the Voter Qualifying Table.



Did she do the job right?

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[See the answer](#) ▶

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Course Test

Welcome back to the testing module for the State of Texas online pollworker training course. You have already completed the course and the test, however, if you wish you can still take the tests again for practice. Because you passed the test, your score this time will not be recorded. You can also print another copy of the Certificate if you neglected to do that earlier.

- [Review Test 1](#)
- [Review Test 2](#)
- [Print Certificate of Completion](#)

Please do not submit your comments on this page until you have reviewed all of the test questions.

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Our office is in the process of updating the poll worker training for the May Elections and it will go live on Monday, April 2nd.

We sure hope that you will use this new training tool — it's super convenient!

Mark your calendar now and begin collecting e-mail addresses so that on Monday, April 2nd, you will be ready to enter your poll workers for their "virtual election school" and you can send out a notice to them the same day.