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October 31, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum #23107

TO: All County Clerks/Registrars of Voters

FROM: /s/ Daneka Huynh
Language Access Coordinator

RE: Polling Place Accessibility Surveyor Training Dates and Locations – Action Required

The Secretary of State is contracting with BlueDAG to offer polling place accessibility surveyor training sessions in November 2023 and tentatively in April and May 2024. Introductory level training sessions will be offered, and intermediate training will be given to attendees at each training session based upon questionnaire response.

The schedule for the November polling place accessibility surveyor training sessions is below, and more information on April and May sessions will be available soon.

Yolo County

625 Court Street, Room B-05
Woodland, CA 95695

Date	Time
November 14, 2023	8:00 a.m. - 4:00 p.m.

Tulare County

5300 West Tulare Avenue, Suite 105
Visalia, CA 93277

Date	Time
November 16, 2023	8:00 a.m. - 4:00 p.m.

San Diego County

5600 Overland Ave, Suite 100
San Diego, CA 92123

Date	Time
November 30, 2023	8:00 a.m. - 4:00 p.m.

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To reserve a date and time for the polling place accessibility surveyor training, county elections officials must complete the questionnaire form provided at the end of this CC/ROV. For those who wish to attend the November 2023 trainings, please submit this form **no later than November 10, 2023**. Please return this form to Daneka Huynh at dhuynh@sos.ca.gov.

An updated version of the Polling Place Accessibility Guidelines and checklists will be available on the Secretary of State's website by November 10, on the following webpage: <https://www.sos.ca.gov/elections/publications-and-resources/polling-place-accessibility-guidelines>.

Class sizes are limited. If circumstances such as a positive COVID-19 test or other circumstances dictate a change of schedule to an alternate date, contact Daneka Huynh to determine if there are open seats available during other sessions.

If you have any questions about this polling place accessibility training, please contact Daneka Huynh at (916) 695-1557 or dhuynh@sos.ca.gov.

Attachment
Surveyor Training Reservation Form and Trainee Questionnaire

Surveyor Training Reservation Form and Trainee Questionnaire

Polling Places Accessibility Surveyor Training

Time Sensitive:

There will be three November trainings available: November 14 in Yolo County, November 16 in Tulare County, and November 30 in San Diego County. Please provide the 2023 polling place accessibility surveyor training reservation request and questionnaire to the Secretary of State **no later than November 10, 2023.**

County:

Contact person:

Phone number:

Email:

Trainee Reservation Form

Names of staff members requesting to attend the polling place accessibility surveyor training:

1.

The person identified above would like to attend on the following course dates:

Primary choice of training date:

Secondary choice of training date:

2.

The person identified above would like to attend the following course dates:

Primary choice of training date:

Secondary choice of training date:

3.

The person identified above would like to attend the following course dates:

Primary choice of training date:

Secondary choice of training date:

4.

The person identified above would like to attend the following course dates:

Primary choice of training date:

Secondary choice of training date:

Note: Space in each session is limited, and sign-ups will be accepted on a first-come basis. Counties may request training for more than four persons. Please email Daneka Huynh dhuyh@sos.ca.gov, the name(s) of the additional staff you would like to attend the training.

Trainee Questionnaire

The polling place accessibility surveyor training is designed to train county elections officials about physical access at polling places. To understand your level of knowledge and experience for training purposes only, **each attendee** must complete the information below. **To complete your registration, e-mail this completed questionnaire to Daneka Huynh at dhuynh@sos.ca.gov.**

* Required field

Name*:

Title or Classification*:

Participant Experience

1. Do you have any experience with programs intended to meet the needs of persons with disabilities?*

Yes No

2. When did you attend any Polling Place Accessibility Surveyor training?

First time 2021 2019 2016 2014 2012 or earlier

3. Which statement best describes your surveyor knowledge and experience with polling place accessibility?* (Choose one)

None (It is new for me).

I have assisted with surveying physical locations of polling places.

I have conducted polling place accessibility surveys in the last two years.

I have conducted surveys and provided training to others on how to survey polling places for accessibility.

4. What data collection method do you currently use for polling place surveys? (Check all that apply)

Print or Hardcopy

Software based (e.g., PDF, Word, Excel)

Other

5. The subjects listed below will be covered during the training. Please write below any specific questions or concerns you would like to be addressed during the training.*

Accessible parking

Path of travel and signage

Doorways, hallways, and entrances

Voting area

Ramps, curb-ramps, and slopes

Elevators and lifts

Restrooms

6. Please check the items that you will be able to bring to share how your county collects, processes, stores, and uses survey results:

Sample documents of poll worker instructions for setting up polling place for accessibility in a polling place.

Software sample of digital survey forms used when surveying polling places.

Binder or portfolio showing how polling site data is stored for later use.

Other