



# Shirley N. Weber, Ph.D.

## CALIFORNIA SECRETARY OF STATE

### Elections Division

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March 14, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24061

**TO:** All County Clerks/Registrars of Voters

**FROM:** /s/ Antwanette Wiley  
HAVA 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 April and May of 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 April and May polling place accessibility surveyor training sessions is below. May is designated for LA County due to the amount of people needing training.

#### Mc`c County

1643 Market Street  
Redding CA 96001

| Date           | Time                  |
|----------------|-----------------------|
| April 16, 2024 | 8:00 a.m. - 4:00 p.m. |

#### Shasta County

1643 Market Street  
Redding CA 96001

| Date           | Time                  |
|----------------|-----------------------|
| April 18, 2024 | 8:00 a.m. - 4:00 p.m. |

#### Santa Clara County

1555 Berger Drive  
San Jose, CA 95112.

| Date           | Time                  |
|----------------|-----------------------|
| April 23, 2024 | 8:00 a.m. - 4:00 p.m. |

#### Tulare County

5300 West Tulare Avenue, Suite 105  
Visalia, CA 93277

| Date           | Time                  |
|----------------|-----------------------|
| April 24, 2024 | 8:00 a.m. - 4:00 p.m. |

#### Orange County

1400 S Grand Ave.  
Santa Ana, CA 92705

| Date           | Time                  |
|----------------|-----------------------|
| April 30, 2024 | 8:00 a.m. - 4:00 p.m. |

#### Los Angeles County (LA Only)

12680 Corral Place  
Santa Fe Springs, CA 90670

| Date        | Time                  |
|-------------|-----------------------|
| May 1, 2024 | 8:00 a.m. - 4:00 p.m. |
| May 2, 2024 | 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 April or May 2024 trainings, please submit this form **no later than March 29, 2024**. Please return this form to Antwanette Wiley at [awiley@sos.ca.gov](mailto:awiley@sos.ca.gov).

An updated version of the Polling Place Accessibility Guidelines and checklists will be available on the Secretary of State's website: <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 Antwanette Wiley to determine if there are open seats available during other sessions.

If you have any questions about this polling place accessibility training, please contact Antwanette Wiley at (916) 224-0955 or [awiley@sos.ca.gov](mailto:awiley@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 five April trainings and two May trainings available: 4/16 in Yolo, 4/18 in Shasta, 4/25 in Tulare, 4/30 in Orange, 4/23 in Santa Clara, and 5/1-2 in Los Angeles. May 1st & 2nd trainings are for LA only. Please provide the 2024 polling place accessibility surveyor training reservation request and questionnaire to the Secretary of State **no later than March 29, 2024.**

**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 Antwanette Wiley [awiley@sos.ca.gov](mailto:awiley@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 Antwanette Wiley at [awiley@sos.ca.gov](mailto:awiley@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