October 8, 2025

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 25132

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jasbeen Singh
VoteCal Restorations and Cancellations Maintenance Unit Manager

RE: VoteCal: Voting Rights Disqualifications and Restorations Web-based Training

Elections Code section 2214 requires that each county elections official and county court executive officer complete a yearly training on voting rights disqualifications and restorations and their role in the process.

In January 2024, the Secretary of State (SOS) published three PowerPoint modules that were available for self-paced training accessible through the SOS website.

To enhance the training experience, an interactive ADA accessible eLearning course is now available on CalHR's Learning Management System, CalLearns. The training is a free, self-paced interactive course and attendees will no longer have to report completion as CalLearns will automatically track attendance. The name of the course is "**Voter Registration Restorations and Cancellations Training**."

County elections officials will need to create an account on CalLearns (if an account does not exist already) and register for the annual course. Please see the attached instructions for creating and logging into a CalLearns account.

The PowerPoint modules currently located on the SOS website will remain as a reference document, but credit for completing the course will only be applied if the training is completed through CalLearns.
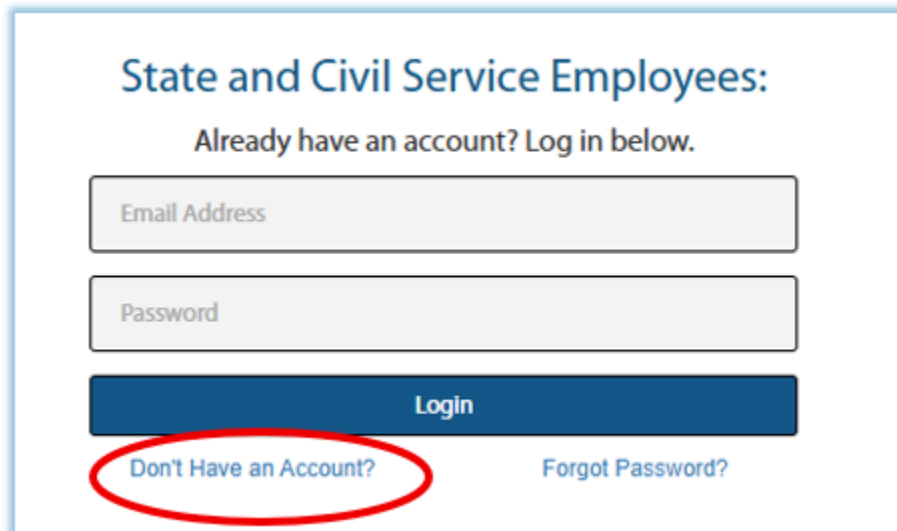
If you have any questions or need clarification regarding this CC/ROV or other VoteCal matters, please contact the VoteCal Help Desk at (888) 868-3225 or via email at VoteCalHelp@sos.ca.gov.

Attachment

Creating a CalLearns Account: **Elections Officials**

1. Go to https://calhr.geniussis.com/PublicWelcome.aspx
2. Click on "Don't Have an Account?" to create your account.

3. Input in your information (see diagram on page 2).
    A. Enter your First and Last Name
    B. Enter and confirm your email (caps sensitive)
    C. Create and confirm a Password
    D. UN-SELECT the "Are You A California State Employee?"
    E. Enter **"Elections Official"** for your Job Title
    F. Enter **your "County Name"** for your Organization Name
    G. Enter your Work Phone Number
    H. Read the Privacy Notice and Usage Terms
    I. When finished, click "Create Account"

Create Account

New to the Learning Portal? Create your account below.

A First Name*:

First Name

Last Name*:

Last Name

B Email*: This will be your username (caps sensitive)

Your state email address or civil service business email address

Confirm Email*:

Confirm e-mail address

C Password*:

Password must contain 8 characters and at least one uppe

Confirm Password*:

Confirm Password

D Are You A California State Employee?

☐

E Job Title*:

Elections Official (Please type this exact Title)

F Organization Name*:

County Name

G Work Phone #*:

(XXX)XXX-XXXX

Please read the Privacy Notice prior to creating an account **H**

By clicking on Create Account, you agree with our Usage Terms.

I Create Account