

# ADMINISTRATION POLICIES & PRACTICES WPPM #190-30

## Subject: Local Agency Staffing Requirements

### Item: National Voter Registration Act (NVRA) Training

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#### PURPOSE:

To ensure local agencies (LAs) require all LA staff to complete the annual NVRA training in compliance with the National Voter Registration Act (NVRA) of 1993 and California law.

#### POLICY:

- I. LAs are Voter Registration Agencies per the NVRA and must provide voter registration information and assistance to the public. Refer to WPPM 1000-30.
- II. The LA must ensure that all newly hired staff receive the required training within three months of hire. Refer to WPPM 1000-30.
- III. The LA must ensure that all staff receive the required training annually (once each calendar year) on NVRA related laws and procedures.
- IV. LAs may develop their own training covering the required components in the Local Agency Developed Training Checklist: NVRA
  - A. Checklist must be completed and submitted to CDPH/WIC annually as part of the Nutrition Services Plan.
  - B. LA staff must maintain the annual approved checklist for review at Program Monitoring Visits.
- V. The LA NVRA Coordinator is responsible for tracking and maintaining records of staff completions of the NVRA training. Refer to WPPM 700-06.

#### PROCEDURES:

- I. The LA must use the CDPH/WIC developed NVRA training on the Learning Management System (LMS), the California Secretary of State (SOS) training, or LA developed training with approved checklist to conduct the annual training.
- II. The LA must maintain a record of staff's attendance at the training by tracking completion in the LMS. The LMS will maintain a permanent record of the date trainings were completed.

#### AUTHORITY:

[California Elections Code §§2400-2408](#)

#### CROSS REFERENCE:

WPPM 700-06 Guidelines for Implementing the NVRA  
WPPM 1000-30 Required Trainings for Employees  
Local Agency Developed Training Checklist: NVRA

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## **RESOURCES:**

California [Secretary of State's Training Materials](#)

[Voter Registration Agency Contact Roster](#)

CDPH/WIC NVRA Training Materials on Local Agency SharePoint

CDPH/WIC NVRA eLearning