



APPENDIX A: RESOURCES

Section A.01 Secretary of State Resources

The following resources are available on the Secretary of State's website.

1. **Beginning Terms of Office**
<https://www.ohiosos.gov/assets/election-administration-beginning-terms-of-office.pdf>
2. **Filling Vacancies in Public Elective Offices**
<https://www.ohiosos.gov/assets/election-administration-filling-vacancies.pdf>
3. **Secretary of State Records Retention Chart for Boards of Elections**
<https://www.ohiosos.gov/assets/elections-administration-retention-schedule.pdf>
4. **Ohio Secretary of State's Ethics Policy**
<https://www.ohiosos.gov/assets/election-administration-ethics-policy.pdf>
5. **Ohio Ballot Questions and Issues Handbook**
<https://www.ohiosos.gov/assets/ballot-questions-and-issues-handbook.pdf>
6. **Polling Accessibility Checklist**
<https://www.ohiosos.gov/assets/ada-checklist.pdf>
7. **Accessible Parking Guide**
<https://www.ohiosos.gov/assets/ada-parking-guide.pdf>
8. **Directive 2023-03 (Voter ID)**
<https://www.ohiosos.gov/assets/dir2023-03.pdf>
9. **Precinct Election Official Manual**
<https://www.ohiosos.gov/assets/poll-worker-training-manual.pdf>
10. **County Voting Equipment**
<https://www.ohiosos.gov/elections/elections-administration/voting-systems-and-the-board-of-voting-systems-examiners#voting-equipment>

11. **Forms and Petitions**
<https://www.ohiosos.gov/elections/elections-administration/forms-and-petitions>
12. **Guide to Local Liquor Options Elections**
<https://www.ohiosos.gov/assets/guide-to-local-option-liquor-option-elections.pdf>
13. **Ohio Candidate Requirement Guide**
<https://www.ohiosos.gov/assets/candidate-requirement-guide-2026.pdf>
14. **Ohio Presidential Guide**
<https://www.ohiosos.gov/assets/2024-presidential-guide.pdf>
15. **Campaign Finance Handbook**
<https://www.ohiosos.gov/assets/campaign-finance-handbook-complete.pdf>
16. **Ohio Elections Calendar 2026**
<https://www.ohiosos.gov/assets/election-calendar-2026.pdf>
17. **Constitution of the State of Ohio**
<https://www.ohiosos.gov/assets/constitution-of-ohio.pdf>
18. **Security Supplement for Vendor Contracts**
<https://www.ohiosos.gov/assets/final-2025-security-supplement.pdf>

Section A.02 Other Resources

The following resources are available outside of the Secretary of State's website.

1. **Sunshine Law Manual**

www.ohioattorneygeneral.gov/YellowBook

2. **Ohio Ethics Commission**

<https://ethics.ohio.gov/>

3. **Attorney General Compatibility of Positions**

<https://www.ohioattorneygeneral.gov/About-AG/Service-Divisions/Opinions/Compatibility-of-Public-Offices-or-Positions>

4. **Election Assistance Commission (EAC) Guide for Making Voting Accessible**

https://www.eac.gov/sites/default/files/electionofficials/QuickStartGuides/Making_Voting_Accessible_EAC_Quick_Start_Guide_508.pdf

5. **About the EAC**

<https://www.eac.gov/about>

6. **NIST Guidelines for Media Sanitation**

<https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>

7. **Ohio Revised Code**

<https://codes.ohio.gov/ohio-revised-code>

8. **Ohio Administrative Code**

<https://codes.ohio.gov/ohio-administrative-code>

9. **Ohio Attorney General**

<https://www.ohioattorneygeneral.gov/>

10. **NIST Digital Identity Guidelines**

<https://pages.nist.gov/800-63-3/sp800-63b.html>

11. **CISA Email and Web Security**

<https://www.cisa.gov/news-events/directives/bod-18-01-enhance-email-and-web-security>

12. **MS-ISAC Registration**

<https://learn.cisecurity.org/ms-isac-registration>

Section A.03 Required Candidate Disclosures

Information regarding required candidate disclosures:

1. **Joint Legislative Ethics Committee**

<http://www.jlec-olig.state.oh.us/>

2. **Ohio Board of Professional Conduct**

<https://www.bpc.ohio.gov/financial-disclosure-statements>

3. **United States House of Representatives Financial Disclosure Reports**

<https://disclosures-clerk.house.gov/FinancialDisclosure>

4. **United States Senate Select Committee on Ethics Financial Disclosure**

<https://www.ethics.senate.gov/public/index.cfm/financialdisclosure>

5. **Federal Election Commission**

<https://www.fec.gov/>

6. **Ohio Ethics Commission**

<https://ethics.ohio.gov/>

Section A.04 Continuing Education

The following programs count for training credits:

New Election Official Training Program (6 credits) – Training from Secretary of State’s office; offered at least twice per year.

Annual Conference and Ohio Association of Election Officials’ Winter

Conference (about 1 credit per hour) – The Secretary of State’s office will provide a credit schedule with the final agenda. All board members, directors, and deputy directors must participate in the annual summer conference in person, virtually, or by watching a recording.

In-Person Secretary of State Regional Training – (various topics) Sessions awarded credit on an hour-by-hour basis.

Secretary of State’s Topical Webinars (1 credit per hour, partial credit for shorter webinars) – Must participate in entire live webinar for credit.

Ohio Association of Election Officials' (OAEo), Ohio Registered Election Official (OREO) Program, and/or the Election Center Certified Election and Registration Administrator (CERA) Program (credits based on agenda) – Multicourse certification programs.

OAEo Regional District Meetings (credits based on agenda) – Regional meetings on election administration.

National Conferences, Workshops, and/or Seminars by Election Center and/or the International Association of Clerks, Recorders, Election Officials and Treasurers ("IACREOT") (one credit per conference event).

U.S. Election Assistance Commission Webinars and/or Workshops (0.5 credit per event).

Continuing Legal Education (CLE) (1 credit per session/event) – Must relate to local election administrators, including Ohio public meetings, public records, and ethics laws. Submit your request for credit with documentation to the Secretary of State's office.

Secretary of State programs or initiatives – New Election Official Mentorship program, working groups, or other events as determined by the office. Credit assigned per event or program.