



# Certificate in Election Administration, Technology, and Security

## Program Overview

### Purpose

The purpose of the CEATS Program is to professionalize interest in election administration in the State of Indiana. Through structured coursework and applied learning, CEATS equips participants with the tools needed to navigate the evolving landscape of election administration. The program promotes consistency, integrity, and excellence in election operations statewide.

### An Overview of Course Topics

- Operations and troubleshooting of Direct Record Electronic (DRE) voting systems, Optical Scan (OpScan) voting systems, and Electronic Poll Books (ePBs)
- Information Technology
- Election Security and Cybersecurity
- Election Personnel Training and Management
- Election Law
- Election Day Reporting
- Election Audits

### Program Eligibility

To apply, one must be an Indiana County Clerk, Indiana Election Official or contemplating such a role working within election administration within the State of Indiana.

### Curriculum

The program consists of 3 phases with unique objectives.

**Phase I** is composed of seven sessions that provide a unique introduction to the major areas of election administration in the State of Indiana.

**Phase II** is also composed of seven sessions but comprises managerial standards and expectations for election administrators in the State of Indiana.

**Phase III** is the Capstone Project. This project consists of a research paper and project, where participants are encouraged to select a topic in a relevant area of interest in election administration, with the purpose of improving the election process in their community. This phase is entirely asynchronous.

### Program Fees

Program fees cover the cost of all training sessions, study materials, and catering costs.

Phase I	\$945
Phase II	\$1,005
Phase III	\$600
<b>Total Program Fees</b>	<b>\$2,550</b>

### Scholarships

The Indiana Secretary of State may be able to provide scholarships/fee support that will partially or completely offset program fees for eligible applicants. Eligible applicants must meet program eligibility requirements and should apply to the program early in the recruitment process. Participants will be informed at the time of acceptance if they received a scholarship.

### Cancellation and Refunds

In the event that a participant withdraws their participation in the program, the program fee will be refunded as follows:

- 2 weeks prior to the first session: full refund
- Less than 2 weeks prior to the first session: refund of program fee less a \$50 administrative fee
- After the first session: refund of 90% of program fee
- After the second session: refund of 80% of program fee
- After the third session: no refund

If a participant is unable to complete the program due to extenuating circumstances and would like to complete the program in the future, they may withdrawal from their current cohort and return to the program during the next cohort. The participant would then resume at the last completed session at no additional enrollment fee.



For more information – visit the [CEATS Website](#)  
Email: [CEATS@bsu.edu](mailto:CEATS@bsu.edu) / Call: 765-285-8784

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