

**ORDER ESTABLISHING PROFICIENCY STANDARDS FOR
STATEWIDE VOTER REGISTRATION SYSTEM
ADMINISTRATIVE USERS**

September 28, 2023

Whereas, Indiana Code 3-7-26.3-35 (a) directs the Secretary of State to issue an order establishing proficiency standards for an individual employed by or acting under the authorization of a county voter registration office, a circuit court clerk, a county election board, or a board of elections and registration to be qualified to access the computerized list (the Statewide Voter Registration System) for administrative purposes;

Whereas, Indiana Code 37—26-35 (b) provides that individuals provided access to the Statewide Voter Registration System for administrative purposes must demonstrate to the satisfaction of the Secretary of State and the Election Division sufficient training and ability to access the system and comply with applicable laws governing operation of the system;

Whereas, the Secretary of State has engaged and authorized the Indiana Voting System Technical Oversight Program at Ball State University to provide a secure online resource for Statewide Voter Registration System administrative users to acquire and demonstrate acceptable proficiency for access to the system;

NOW THEREFORE, as the duly elected and acting Secretary of State of Indiana,

IT IS THEREFORE ORDERED AS FOLLOWS:

I.

Pursuant to Indiana Code 3-7-26.3-35, all administrative users of the Statewide Voter Registration System (SVRS) shall biennially demonstrate proficiency in the proper use of the system by accessing and successfully completing the online **Voter Registration Access Proficiency Standards and Assessment (VRAPSA)** administered by the Secretary of State's Office in partnership with the Voting System Technical Oversight Program at Ball State University (VSTOP), during the months of October through December in non-federal election years, beginning in 2023.

II.

In keeping with the continuously updating nature of the content covered in the VRAPSA, all SVRS users shall renew their VRAPSA certification in the current year and in each subsequent non-federal election year.

III.

New SVRS users, or SVRS users returning from an absence of more than 90 days, shall access and complete the VRAPSA within 90 days of accessing the SVRS.

IV.

Within 10 days of this ORDER, and prior to subsequent biennial assessments VSTOP shall communicate instructions to all SVRS users on how to access and complete the VRAPSA. VSTOP shall provide SVRS users with support services via vrapsa@bsu.edu for accessing and completing the VRAPSA. VSTOP shall certify SVRS user's successful completion of the VRAPSA.

V.

No later than January 8, 2024, and within 7 days following subsequent biennial assessments, VSTOP shall issue a report to the Secretary of State, Election Division and SVRS county administrators identifying SVRS administrative users not certified as successfully completing the VRAPSA for the assessment period.

DIEGO MORALES
Indiana Secretary of State Diego Morales

Date: 28 SEP 23