



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • [www.ehsd.org](http://www.ehsd.org)

To: All Staff, Code 2A

Date: June 29, 2020

From: Staff Development

Subject: **Mandatory Training:**  
National Voter Registration Act (NVRA)

Note: This online training is required for all temporary and permanent county employees in EHS.

NVRA is an annual training required by the State of California. You will receive an email from Staff Development confirming that you have been automatically enrolled in this training.

**All EHS staff must complete this training by August 13, 2020**

This online training in SMART will take approximately 30 minutes to complete. You can close out the training at any point. When you re-launch, it will resume where you left off. You will need headphones to listen to the course.

You will be automatically enrolled in this training via the SMART system. An email will be sent to you from Staff Development with instructions on how to access the training in SMART. To manually access the training:

- Go to your EHS intranet: <http://ehsdhome/Pages/default.aspx>
- Click on either of the "SMART" links located on the left column, under "MyLinks"
- Under "My Assigned Training" you will see National Voter Registration Act (NVRA) 2020
- Click the "Launch" button to start the training

My Assigned Training		
Title	Due Date	Action
National Voter Registration Act (NVRA) 2020	8/13/2020	Launch



Contact Staff Development at (925) 608-4570 or email [smarthelp@ehsd.cccounty.us](mailto:smarthelp@ehsd.cccounty.us) with any questions