

ETHICS TRAINING GUIDELINES

Pursuant to Act 315 of the 2007 Regular Session of the Louisiana Legislature, beginning January 1, 2012 all public employees are required to receive a minimum of one hour education and training on the Code of Governmental Ethics each year of his employment. Below are some parameters for compliance with this law.

I. DEFINITIONS

- A. **Certified Trainer-** a person approved to educate and train state employees who is not an employee of the Board of Ethics
- B. **Liaison-** The person designated by the institution to provide all employees information relative to ethics and conflicts of interest
- C. **Proctor-** a person who does not teach ethics training, but administers the
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B. Delivery Methods and Materials

- 1) Employee: training is delivered directly
 - a) The Board of Ethics delivers training
 - i. through on-line instruction

- c) Proctors must submit the attendance information to the Board of Ethics electronically within 30 days of completion of the program.
 - d) Attendance documentation must be retained by the institution for a minimum of four (4) years.
- 3) Certified Trainer: training may be delivered by a third party who has met the requirements of the Board of Ethics to act as a certified trainer.
- a) Prior to conducting the training, the certified trainer must request approval of the training session from the Board of Ethics.
 - b) All training materials must be approved by the Board of Ethics
 - c) Programs must be at least one hour in length.
 - d) No exams or testing shall be required.
 - e) Employees must be given the opportunity to complete an evaluation addressing the quality of the training.
 - f) Employees must complete an attendance form which will be retained by the certified trainer.
 - g) The certified trainer is responsible for submitting the attendance information to the Board of Ethics electronically within 30 days of completion of the program.
 - h) Attendance documentation must be retained by the certified trainer for a minimum of four (4) years.

C. REPORTING