

**Subject: Notice to All Municipalities Regarding New Conflict of Interest Law Online Training Program**  
**Date: Wednesday, November 21, 2012 9:29 PM**  
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## **Notice to All Municipalities Regarding New Conflict of Interest Law Online Training Program**

Dear Municipal Heads and Municipal Counsels:

On Monday, December 10, 2012, the State Ethics Commission will release a new online training program on the conflict of interest law for **all municipal employees**. You will be sent a link to access the new program. Please note that the existing program has been deactivated.

All municipal employees are required by law to complete the online training program every other year. **Please notify all of your municipal employees who have not completed the online training program in 2012 that they must do so by April 5, 2013.** Employees who have already completed the online training program in 2012 will not be required to complete the program again until the next compliance deadline in April, 2015.

The new online program may be accessed from any computer with an internet connection. **No login or password is needed.** Employees must provide evidence that they have completed the program to you. You may determine how your municipal employees should submit their evidence of completion, using the following options:

- Printing out the completion certificate and submitting it to you;
- Electronically saving the certificate to your designated network location; or
- Electronically saving and emailing the certificate to your designated email address

Please remind employees to retain a copy of their completion certificate for their own records.

After December 10, 2012, the Commission will, upon request, provide a copy of the new program to any municipality that has its own learning management system (LMS), so that the program may be uploaded onto the municipality's intranet site. The Commission will also consider requests for the program in an executable file format.

Municipalities may conduct group training sessions for employees who do not have access to computers or the internet to satisfy their training requirement. For further information, please refer to the Mandatory Education and Training Guidelines <<http://www.mass.gov/ethics/revised-implementation-procedures.html>> on the Commission's website at: [www.mass.gov/ethics](http://www.mass.gov/ethics) <<http://www.mass.gov/ethics>> . We would also like to take this opportunity to remind you that all municipalities must distribute the Summary of the Conflict of Interest Law for Municipal Employees <<http://www.mass.gov/ethics/education-and-training-resources/implementation-procedures/municipal-employee-summary.html>> each year. **The summary should be distributed in December each year, unless your municipality has adopted a different distribution schedule.** Your employees must provide you with a written acknowledgment of receipt, which must be maintained by the municipality as a public record for six years. The latest versions of the summaries, along with translations in Spanish and Portuguese, are available on the Commission's website.

Thank you for your attention to this important matter. Please contact me at 617-371-9505 or at [dgiannotti@eth.state.ma.us](mailto:dgiannotti@eth.state.ma.us) <<mailto:dgiannotti@eth.state.ma.us>> if you have any questions.



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