

HOW TO TAKE ETHICS TRAINING

Special Government Employees (SGEs) who serve on Federal Advisory Committees are required to take one hour of ethics training each calendar year.

New SGEs must take this ethics training before or at their first meeting. New SGEs may not attend a meeting until they have taken the training.

Incumbent (and some new) SGEs normally have live ethics training by an Ethics Attorney at one of their meetings during the calendar year.

For any new or incumbent SGE who missed the live training at a meeting, your Executive Secretary will let you know how to take make-up ethics training. It may be by a one-on-one consultation with an ethics attorney, a teleconference call or WEBEX, or the on-line web-based training offered by the Office of Government Ethics.

Here are the directions if your Executive Secretary asks you to take the web-based, on-line training course:

- 1. Access the web-based "Ethics Training for Special Government Employees" at this public link on the Office of Government Ethics website:
http://education.oge.gov/training/module_files/ogesge_wbt_07/10.html .**
- 2. Complete the course.**
- 3. Print Certificate of Completion.**
- 4. Fax (or scan in and email) the Certificate of Completion to your Executive Secretary.**