

## **State Ethics Commission Instructions for the Municipal Employee Training Program**

The State Ethics Commission's new conflict of interest law training programs will be available as of Monday, December 10, 2012. All state, county and municipal employees are required by law to complete online training on the conflict of interest law every two years.

There are two new programs: one for state and county employees; and one for municipal employees. The link to access the program for municipal employees is:

[www.muniprog.eth.state.ma.us](http://www.muniprog.eth.state.ma.us)

The program can also be accessed through the Ethics Commission's website, [www.mass.gov/ethics](http://www.mass.gov/ethics), by clicking the online training image module located in the center of the homepage:



After clicking the module, you should select the program for municipal employees. Employees must complete the correct program to receive credit.

If you have already completed the Commission's previous online training program in 2012 and turned in your certificate to the Town Clerk, you do not need to complete the new program this year. The next compliance period will begin in December 2014.

The following are instructions and tips to access and complete the training.

- You need to complete the State Ethics Commission's new conflict of interest law online training program by April 5, 2013. There are now two online training programs: one for municipal employees to complete; and a separate program for state and county employees to complete. You will need to click the link for the municipal employee program at: [www.muniprog.eth.state.ma.us](http://www.muniprog.eth.state.ma.us).
- The training programs can be completed on any work, home or publicly available computer with internet access.
- If you access the online program using the above link or through the Ethics Commission's website, you will have to print out a completion certificate as evidence that you have complied with the online training requirement. This certificate must be sent to the Sherborn Town Clerk's Office.
- The programs were designed to work with the Internet Explorer web browser. While the programs will work with other browsers, such as Firefox, Safari or Google Chrome, some features may not work or display correctly.
- The programs are optimized to run on Internet Explorer at 100% view. To adjust your view settings, go to the toolbar at the upper left-hand side of the browser page, select "View" and then select "Zoom" from the drop-down menu and select 100%.
- Pop-up blockers should be disabled. Follow the instructions at the beginning of the program to disable pop-up blockers on your computer.
- The programs include audio and video components.

- The “Options” and “Help” menus appear on every page throughout the training and provide access to helpful resources, such as accessibility information, the programs’ scripts and a glossary of terms. They are located near the top right of the online training program screen.
- If the video does not play on your computer, please verify that you have the Adobe Flash Player plug-in (version 10 or higher) downloaded to your computer. Please refer to the System Requirements document by clicking the “Help” menu tab, then clicking “System Requirements” located near the top right of the online training program screen.
- The program should take about an hour to complete. If at any time during the program your browser has trouble loading a page, use your refresh button. If you have to restart the program, use the table of contents on the left-hand column of the page and click on the “Lesson” to return to your place.
- If you have difficulty following the audio portions of the program, you can click the “Script” menu tab, located next to the “Contents” menu tab, on the left column of the program screen. In addition, you may view and print the entire course script by clicking the “Options” menu tab and then clicking “View Script.”
- At the end of each training program, there are two 10-question course assessments. You should choose the appropriate course assessment depending on whether you are an:

**Elected Municipal Official/Board or Commission member, or  
Appointed Municipal Employee**

- After you complete the appropriate course assessment, follow the prompts on the screen for instructions on printing your completion certificate or otherwise notifying your employer that you completed the program.
- Be sure to submit the completion certificate to your employer, and keep a copy for your records.

If you have any questions regarding the conflict of interest law training programs or the requirements for completion, please contact the Commission’s Public Education and Communications Division Chief David Giannotti at 617-371-9505 or [dgiannotti@eth.state.ma.us](mailto:dgiannotti@eth.state.ma.us).