



# MANDATORY ETHICS TRAINING

State law **requires that all public servants** (including all LCTCS employees, paid or unpaid, part time or full time, permanent or temporary, and including LCTCS Board members) annually receive a minimum of one hour of education and training on the **Code of Governmental Ethics for Public Servants**.

Fortunately, there is convenient online training available through the Louisiana Ethics Board website. This training is in three parts and takes about 1 hour to complete. Below are instructions for completing the online training:

1. Go to the website <https://eap.ethics.la.gov/EthicsTraining/login.aspx>
2. If you have used this site before and can remember your login information, simply login to begin.
  - a. If you have forgotten your password, leave the field blank and press Enter. Instructions will follow with guidance on resetting your password.
3. If you need to register for the first time, click on the **Register (New User)** link.
  - a. Complete the registration form and click "Register".
  - b. On the bottom of the next page, click "**Continue to Training Seminars**"
4. On the next page, click the "**Begin Section**" button that is next to "**Code of Ethics Training for Public Servants.**" The training will then begin.
5. During the online training, you will be asked several questions. The questions are not graded.
6. After you complete each section a screen will appear that says "**Click Here to Receive Credit for this Portion of Training.**" Click the link and you will be able to proceed to the next session.
7. Once you have completed all three parts of the training, the website will allow you to download your electronic training certificate. You would want to click on the "**Download Certificate**" tab on in the middle of the screen. I recommend that you save an electronic copy of your certificate or print and save your certificate for your records. Please forward a copy of your certificate to me and Beatrice Evans (preferably electronically). Once you have completed the online training there are no additional steps required. You do not have to send anything to the Ethics Board.

Note: If you register as a new user and leave the site without completing the training or if you just would like to get back into the training portal, you would want to use the following link:

<https://eap.ethics.la.gov/EthicsTraining/login.aspx>

Please contact HR with any questions.