

Notice to All Municipal Employees Conflict of Interest Law Education Requirements

The following information from the State Ethics Commission describes the conflict of interest law education requirements for municipal employees. You are a municipal employee required to acknowledge receipt of the summary of the conflict of interest law and complete the online training program if any of the following is true:

- You hold any elected office, whether paid or unpaid
- You hold any appointed position, including membership on a board or committee, whether paid or unpaid
- You hold a part-time, seasonal, or intermittent position
- You hold an elected or appointed position with an independent municipal agency or district, such as a municipal utility or fire district, or a regional municipal district, such as a regional utility or school district

If you do not know whether these requirements apply to you, please contact your agency or the State Ethics Commission. **Please DO NOT send your summary acknowledgment receipt or online training program completion certificate to the Commission.**

I. Summary of the conflict of interest law for municipal employees

Your municipal employer will provide you with the summary of the conflict of interest law. You are required to return to your employer an acknowledgment that you received the summary, which your employer will maintain on file. The last page of the summary has an acknowledgment form for you to use. Alternatively, your employer may ask that you acknowledge receipt of the summary by replying to an e-mail or by completing an online form. Please follow the instructions provided by your employer.

II. Conflict of interest law online training program for municipal employees

Your employer will direct you to complete an online training program on the conflict of interest law. Please follow your employer's instructions on how to access the training program. If you are directed to the program on the Commission website, you may access it at www.muniprogram.eth.state.ma.us. Before you begin the program, please note the following to ensure that you can obtain the completion certificate to provide to your employer:

- You can now use a mobile device to complete the program. **However, the audio and video will not auto-start until you either click the Slide button or the audio controller on each page to begin the audio and video segments.** To save a completion certificate using a smartphone, you can take a screenshot of it by pressing the power and Home buttons simultaneously on an iPhone or the power

and volume down buttons on an Android device. You can then attach the completion certificate to an e-mail.

- If you need to print a completion certificate, please make sure your computer is connected to a printer. **Please note that if the certificate appears cut-off on the print page, depending on which browser you are using, you may need to either change the page layout from portrait to landscape or adjust the scale to a smaller size.**
- If your employer asks you to submit your certificate electronically, you can do so using one of the following methods:
 - Click 'Print Certificate' and select 'Save as PDF' or 'Microsoft Print to PDF' to save the certificate as a PDF document
 - Click 'Print Certificate,' select your printer, and scan the printed certificate
 - Press the print screen button on your keyboard, paste the screenshot into a word processing software, and save it as a PDF document
 - Take a picture of the certificate with your mobile device
- **Please retain a copy of your completion certificate.** The online training program does not store completion records, so the Commission will not have any record that you completed the program.
- **Please do not click the 'Course Credit' button instead of the 'Print Certificate' button unless you have been directed to do so by your employer.** The 'Course Credit' button is only to be used in connection with a learning management system (LMS) used by some public agencies. If your agency is not using an LMS, the Course Credit button functions as a link to the Commission's website and your employer will not be notified that you have completed the online training program.

If you are directed to an alternative site to access the training program, such as the municipality's website or a learning management application site, please follow the instructions provided by your employer.

Notice for charter school employees only: Charter school employees are state employees for the purposes of the conflict of interest law. Charter school employees should complete the [state/county online training program](#) and acknowledge receipt of the [summary of the conflict of interest law for state employees](#).