



INVITATION TO AGENCY ETHICS OFFICERS AND TRAINING STAFF

Train the Trainer Program for Compliance with Mandatory Ethics Training

The Education Resource Group is holding a "Train the Trainer" program to assist Ethics Officers in providing mandated ethics training to agency staff pursuant to Executive Law §94(10)(a). You are invited to attend this **two-hour** comprehensive course on Ethics in State Government which will be available in several morning and afternoon sessions over a two-week period in May, as specified below.

◆ ***Who must comply with this Mandatory Ethics Training Requirement?***

In accordance with the Public Integrity Reform Act of 2011, Executive Law §94(10)(a) mandates all State officers and employees who are required to file an annual Financial Disclosure Statement ("FDS") to complete a comprehensive ethics training course on or before **August 15, 2013**.

◆ ***Who are FDS filers?***

- (i) individuals designated as policy makers by their agency; and
- (ii) employees with an annual salary rate in excess of the job rate of a SG-24 CSEA equivalent (\$88, 256 in 2011)

◆ ***Who shall attend JCOPE's "Train the Trainer" Program?***

Attendance is required by each agency's Ethics Officer. JCOPE will make an effort to accommodate additional agency personnel who have been designated by the agency to provide this mandatory ethics training to its FDS filers.

◆ ***What training is your agency required to conduct for its FDS Filers?***

The expectation is that once trained by JCOPE, the Agency Ethics Officer or other designated training staff will conduct two-hour, live and instructor-led ethics trainings for all of the agency's applicable employees by the statutory deadline of **August 15, 2013**. Attendees of JCOPE's "Train the Trainer" sessions will receive course materials such as an instructor's manual, PowerPoint, and participant guide.

◆ ***How do I register to attend the "Train the Trainer" program?***

Please RSVP your preferred session date and time no later than **FRIDAY, APRIL 26th** via e-mail at education@jcope.ny.gov. Training sessions will be held on the first floor of the Commission's

office at 540 Broadway, Albany, New York 12207. Space is limited and reservations will be scheduled on a first-come, first choice basis. Participants will be contacted via email to confirm their attendance at the following sessions:

◆ ***Session Dates and Times***

Morning Sessions:

- Monday, May 13th 9 a.m. - 11a.m.
- Tuesday, May 14th 9 a.m. - 11a.m.
- Thursday, May 16th 9 a.m. - 11a.m.
- Tuesday, May 21st 9 a.m. - 11a.m.
- Wednesday, May 22nd 9 a.m. - 11a.m.

Afternoon Sessions:

- Tuesday, May 14th 2 p.m. - 4 p.m.
- Wednesday, May 15th 2 p.m. - 4 p.m.
- Thursday, May 16th 2 p.m. - 4 p.m.
- Monday, May 20th 2 p.m. - 4 p.m.
- Tuesday, May 21st 2 p.m. - 4 p.m.

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