

# Louisiana Ethics Administration Program Instructional Packet Substitute/Timesheet/Volunteer Personnel

We are required by law to take a one-hour government ethics training. Please follow these directions:

- Access the link on the STPSB district homepage under Louisiana Ethics Administration Program.
- Log in with your STPSB username and password\* or click on *Register (New User)* to create an account.

\*Volunteers-login with your personal email address

 **LOUISIANA ETHICS  
ADMINISTRATION  
PROGRAM**

Home   Registration   Contact Us

### Online Training Portal

**Online Training is for INDIVIDUAL USE ONLY.**

Public servants and elected officials are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to [L.A.R.S.42:1170A](#). Elected officials are additionally required to receive one hour of training per term of office on the Campaign Finance Disclosure Acts.

**Enter your Username and Password**

Username (E-mail):

Password:

[Login](#)

[Forgot Password](#)

[Register \(New User\)](#) ←


[Return to the Louisiana Ethics Administration Home Page](#)

Lobbyist Training is accessed through the [Lobbyist Online System](#)

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NEW USERS:

- Complete the required information and click REGISTER, located on the bottom left of the form.
- Once registered, the welcome screen with your information will appear.
- At the bottom of the page, click [Continue to Training Seminars](#).



## LOUISIANA ETHICS ADMINISTRATION PROGRAM

Log In

[Home](#)      [Registration](#)      [Contact Us](#)

### Welcome to the Ethics On-line Training System

**Note:** Online training is provided on an individual basis. As such, you may register as only one person per email address. Once training is completed, our system will not allow a certificate to be printed under any person's name other than the one you provide initially upon registering.

Please Enter the Following Information to Gain Access to the On-line Training Seminars.  
\* denotes a required field.

E-mail Address:  \*

Re-type E-mail:  \*

Password:  \* (Password must be at least 5 characters long.)

Re-type Password:  \*

Name  
 \*     \*     \*     \*     \*

Title      First      Middle      Last      Suffix

Date of Birth:  \*    (mm/dd/yyyy)

Mailing Address  
Address Line 1:  \*

Address Line 2:

City:  \*    State:  \*    Zip Code:  \*

**Attorney Information**

Some training courses have been approved by the Louisiana Board of Legal Specialization to satisfy Mandatory Continuing Legal Education (MCLE) requirements. The courses that meet MCLE requirements will be denoted as such in the list of available courses. To obtain MCLE credit, you must enter your Louisiana Bar Number in the space provided below. Course completions will be reported by the Ethics Administration to the MCLE Committee on a monthly basis.

Louisiana Bar Number:

(If you are not an attorney, please leave the bar number blank.)



ENROLLED USERS: Click [Ethics Trainings for Public Servants](#)



**Available Training Courses**  
Online Training is for INDIVIDUAL USE ONLY.

Ethics Training for Public Servants   Campaign Finance Training   Certificates

**Available Ethics Courses for Public Servants**

Public servants and elected officials are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to [LA R.S.42:1170A](#). Elected officials are additionally required to receive one hour of training per term of office on the Campaign Finance Disclosure Acts.

Title	Links
<b>Code of Ethics Training for Public Servants</b> This course provides a general overview of the provisions of the Code of Governmental Ethics as it applies to public servants.	Part 1 of 3 - <b>Begin Section</b> Part 2 of 3 - <b>Complete Prior Section</b> Part 3 of 3 - <b>Complete Prior Section</b>

Download your certificate and print two copies. Keep one copy for your records and send the other copy to the St. Tammany Parish School Board Human Resources Office in one of the following ways:

Mail: P. O. Box 940, Covington, LA 70434   ATTN: Stephanie Alexius

Fax: 985-898-6471

Email: [stephanie.alexius@stpsb.org](mailto:stephanie.alexius@stpsb.org)

**Verification of this completed training is required every calendar year. This certificate must be received to be placed in your personnel file.**