

LA Ethics Administration Program Instructional Packet

Substitute/Timesheet/Volunteer:

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

1. Copy and paste this link into your web browser:
<http://eap.ethics.la.gov/EthicsTraining/login.aspx>
OR you can also access the link on the STPSB district homepage (www.stpsb.org) under Louisiana Ethics Administration Program.
2. Click on **Register (New User)**



 **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 [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.

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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3. Complete the required information

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

Select one * *

Title First Middle Last Suffix

Date of Birth: * (mm/dd/yyyy)

Mailing Address

Address Line 1: *

Address Line 2:

4. Click on the word, **Register**, which will be located on the bottom left of the form.

5. Once you are registered, you will be shown a welcome screen with your information. At the bottom of the page, click on **Continue to Training Seminars**.

6. Click on **Ethics Training for Public Servants**

The screenshot shows the Louisiana Ethics Administration Program website. At the top left is the state seal of Louisiana. The header text reads "LOUISIANA ETHICS ADMINISTRATION PROGRAM" with a "Log Out" link on the right. A navigation bar contains "Home", "Registration Information", "Training", and "Contact Us". The main heading is "Available Training Courses" with a note: "Online Training is for INDIVIDUAL USE ONLY." Below this are two tabs: "Ethics" (selected) and "Campaign Finance". The "Available Ethics Courses" section contains a table with two columns: "Title" and "Links". A red arrow points to the first row's title, "2012 Code of Ethics Training for Public Servants".

Title	Links
2012 Code of Ethics Training for Public Servants 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 - Begin Section Part 2 of 3 - You must complete the previous section(s) before beginning this section. Part 3 of 3 - You must complete the previous section(s) before beginning this section.
2012 Code of Ethics Training for Elected Officials This course provides a general overview of the provisions of the Code of Governmental Ethics as it applies to elected officials specifically.	Part 1 of 3 - Begin Section Part 2 of 3 - You must complete the previous section(s) before beginning this section. Part 3 of 3 - You must complete the previous section(s) before beginning this section.

7. After you complete the training course you should print a certificate of completion. Present your certificate **annually** to your site administrator: Substitute Office, Jefferson East, 227 N. Jefferson Ave., Covington, LA 70433 prior to the December 31st deadline. **Verification is required annually per calendar year to remain active with our District.**

NOTE: The portal will allow you to stop and restart the training sessions.