

LA Ethics Administration Program Instructional Packet

Administrator/Faculty/Staff:

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 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.

The screenshot shows a web browser window displaying the Louisiana Ethics Administration Program registration page. The page has a gold header with the state seal and the text "LOUISIANA ETHICS ADMINISTRATION PROGRAM" and a "Log In" link. Below the header is a navigation bar with "Home", "Registration", and "Contact Us". The main content area is titled "Welcome to the Ethics On-line Training System" and includes a note about individual registration. Below the note is a registration form with the following fields: "E-mail Address" and "Re-type E-mail" (both marked with a red asterisk); "Password" and "Re-type Password" (both marked with a red asterisk, with a note that passwords must be at least 5 characters long); "Name" fields for "Title", "First", "Middle", "Last", and "Suffix" (all marked with a red asterisk); "Date of Birth" (marked with a red asterisk, with a format hint "(mm/dd/yyyy)"); and "Mailing Address" fields for "Address Line 1" and "Address Line 2" (both marked with a red asterisk). A red arrow points to the first asterisk in the "E-mail Address" field. The browser's taskbar at the bottom shows icons for Internet Explorer, a music player, and Word, along with the text "Internet | Protected Mode: On".

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:

Internet | Protected Mode: On

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**.



LOUISIANA ETHICS ADMINISTRATION PROGRAM

[Log Out](#)

[Home](#) [Registration Information](#) ▶ [Training](#) ▶ [Contact Us](#)

Available Training Courses

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

Ethics

Campaign Finance

Available Ethics Courses

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.

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

7. After you complete the training course print a certificate of completion. Present your certification **annually** to your school/site administrator. Verification is required every calendar year and documentation will be sent to the Human Resources Department by your school/site administrator.

Note: The portal will allow you to stop and restart the training session.