Mandatory Online Ethics Orientation Now Available through the Statewide Learning Management System ("SLMS")

Dear Agency Ethics Officers:

The Joint Commission on Public Ethics ("JCOPE") is pleased to announce the release of the second of three ethics trainings that are mandatory for certain State officers and employees. The new Online Ethics Orientation is available through the Statewide Learning Management System ("SLMS") as of April 9, 2014.

Who must complete the JCOPE Online Ethics Orientation?

A State officer or employee who is newly-subject to the requirement to file an annual statement of financial disclosure ("FDS") with JCOPE must complete the Online Ethics Orientation within 3 months of commencing qualifying employment. This training mandate is set forth in Executive Law §94(10)(b) and is effective immediately.

Who is an FDS filer?

- A person designated as a policy maker by his or her agency; and
- A person who receives annual compensation in excess of the job rate of a SG-24 CSEA equivalent ($90,020 as of April 1, 2014) and who has not been granted an exemption from filing. (Part-time employees may still be required to file an FDS and take this training.)

Is a new FDS filer also required to complete the Comprehensive Ethics Training Course?

Yes, in addition to the Online Ethics Orientation, it is mandatory that a State officer or employee who is newly-subject to the FDS filing requirement completes the two-hour, live and instructor-led Comprehensive Ethics Training Course ("CETC") within 2 years of commencing qualifying employment.

Please note, however, if a new FDS filer completes the CETC within the first 3 months of commencing qualifying employment *he or she is not required to complete the Online Ethics Orientation.*

If an FDS filer has already completed the CETC, is he or she required to complete the Online Ethics Orientation?

No, he or she is not also required to complete the Online Ethics Orientation.

As an Agency Ethics Officer, please be aware of the following responsibilities:

1) Notify your Agency's FDS Filers of the mandatory ethics training requirements set forth in Executive Law §94(10), including the new Online Ethics Orientation;

2) Continue to present the live, instructor-led CETC to your Agency's FDS filers in accordance with the statutory deadlines for completion;

3) Continue to track your agency's FDS filers and their mandated ethics training completion dates. This includes compliance data on the CETC and the Online Ethics Orientation.

4) Submit to JCOPE your agency's training compliance reports on a yearly basis;

5) Keep JCOPE apprised of the contact information for your agency's current Ethics Officer by emailing any changes to education@jcope.ny.gov or call our main line at 518-408-3976.

How do I access the JCOPE Online Ethics Orientation in the Statewide Learning Management System ("SLMS")?

For State officers and employees with direct access to SLMS:

Use your NY.gov user name and password to access SLMS. Go to www.nyslearn.ny.gov and enter your NY.gov user name and password. In the **Find Learning** search box enter the title of the training, which is **JCOPE Online Ethics Orientation**. Click on this title. Click the **enroll** button. SLMS will let you know you have successfully enrolled. To launch the **JCOPE Online Ethics Orientation** go to the **My Learning** page from the home page and click on the **Launch** button next to the title of the training.

For other State officers and employees:

Go to www.nyslearn.ny.gov and click on the **First Time Logging In** selection next to the SLMS login button. Here you will find separate instructions for accessing SLMS depending on whether:

- you have a NYS Directory Services Account or NY.gov account; or
- you do not have a NYS Directory Services Account or NY.gov account.

Select the instructions for your appropriate situation.

Once you have accessed SLMS, follow these instructions to enroll in and launch the training: In the **Find Learning** search box enter the title of the training, which is **JCOPE Online Ethics Orientation**. Click on this title. Click the **enroll** button. SLMS will let you know you have successfully enrolled. To launch the **JCOPE Online Ethics Orientation** go to the **My Learning** page from the home page and click on the **Launch** button next to the title of the training.

For help, please contact the SLMS Help Desk at (518) 473-8087 or SLMSHelpDesk@goer.ny.gov.