

Instructions to complete the "Mandatory Ethics Training for Political Party Chairs"

Steps to access the course

1. The training materials are found on the JCOPE website at www.jcope.ny.gov
2. From the "Education" main navigation menu, click the "Political Party Chair Training" link to access the training materials.



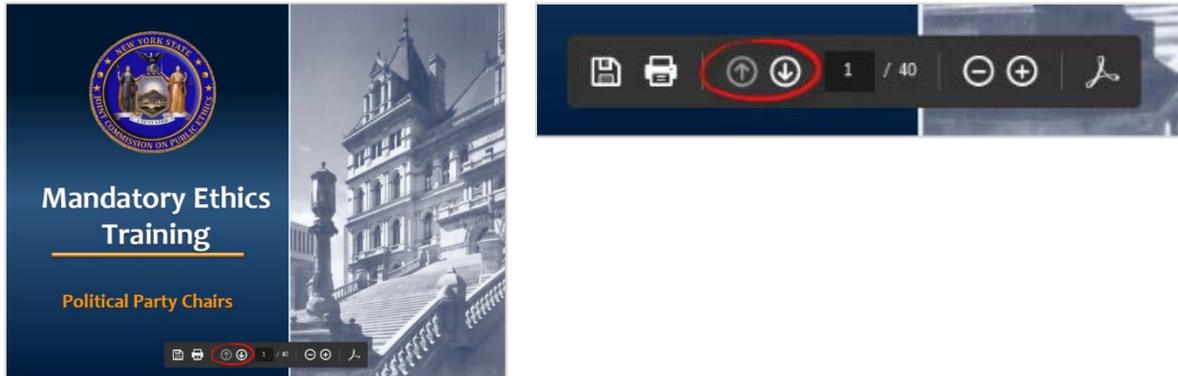
3. From the Political Party Chair page, click "Ethics Training for Political Party Chairs" to launch the presentation.

Instructions to fulfill the training requirement

1. View the attached self-paced presentation.
2. Once you have read through the materials, please log into the [JCOPE FDS Online Filing System](#) to access the "Affirmation of Completion."

	Ethics Training for Political Party Chairs 	 DOWNLOAD
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- Below is the start page of the training materials. Use the navigation arrows or use a computer mouse to scroll through the presentation.



Steps to receive credit after reviewing the training materials

- Log into the JCOPE FDS Online Filing System via (<https://onlineapps.jcope.ny.gov/FDS/>)

Please login after reading the Acceptable Use Policy below



Username:

Password:

Sign In

Forgot your [Username](#) or [Password](#)
[NY.gov ID - Terms of Service](#)

- Enter the same username and password you use when filing your annual Financial Disclosure Statement.
- From the **“Training”** sub-heading, click the **"Complete PPC Ethics Course"** button.

Training

All Upcoming Complete

Class	Due	Completed	Info
Ethics Training for Political Party Chairs	02/15/2018	not complete	

Showing 1 to 1 of 1 records

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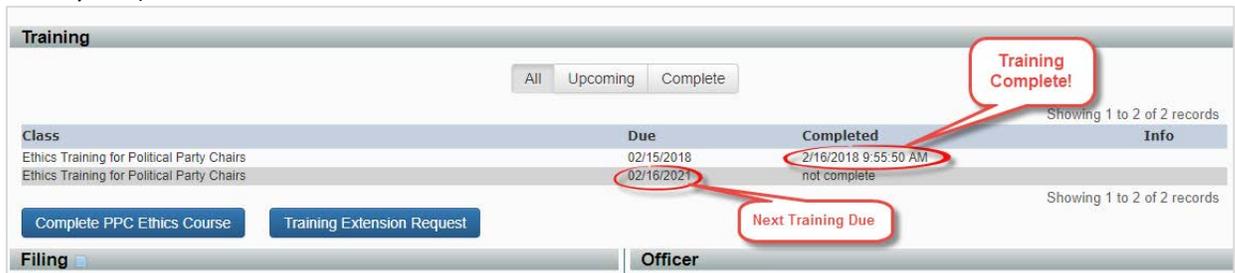
[Complete PPC Ethics Course](#) [Training Extension Request](#)

Filing Officer

- You will be presented with an affirmation statement. Click **"Complete Class"** to enter a training completion date to your profile in the FDS System.



- Your profile will now show a training completion date, and the date the next training is due (every three years).



Your training is complete!



Please note:

- Refresher training is required every three years that you remain in a qualifying position as a Political Party Chair.
- You may log into the FDS System at any time to check your training status.
- You will receive an automated courtesy reminder notice via e-mail three months prior to your next due date.