

# ETHICS REMINDERS

## *Do you need ethics training?*

State officers and employees who are required to file Financial Disclosure Statements because they are a Threshold Filer or have been designated as a Policymaker by their agency (FDS filers) are also required by law to complete periodic ethics training.

- The Online Ethics Orientation (OEO) is required within the first 90 days of becoming an FDS filer, unless you complete the Comprehensive Ethics Training Course (CETC) first. The OEO provides an overview of important aspects of the Public Officers Law, and can be found on our website, [jcope.ny.gov](http://jcope.ny.gov), under the Education menu on the "Course Offerings" page. The course is in video format and takes approximately 40 minutes to complete.
- The Comprehensive Ethics Training Course (CETC) is your primary training obligation and must be completed within two years of becoming an FDS filer. This course can be taken at your agency from your agency Ethics Officer, or you can register for a CETC course hosted by JCOPE. JCOPE currently provides the CETC online via WebEx.
- After you complete the CETC, you are obligated to attend refresher training every three years thereafter. You can choose to attend either another session of the CETC or the live Ethics Seminar hosted by your agency or by JCOPE, also currently offered via WebEx.

Please visit <https://www.jcope.ny.gov/course-offerings> for further information.



The Joint Commission on Public Ethics periodically releases Ethics Reminders. Each reminder is a synopsis of the laws and rules under the Commission's jurisdiction. Ethics Reminders are issued to assist those who are subject to the Commission's jurisdiction in understanding and complying with their obligations under the law.