

Instructions to complete the “Mandatory Ethics Training for Political Party Chairs”

Steps to access the course



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



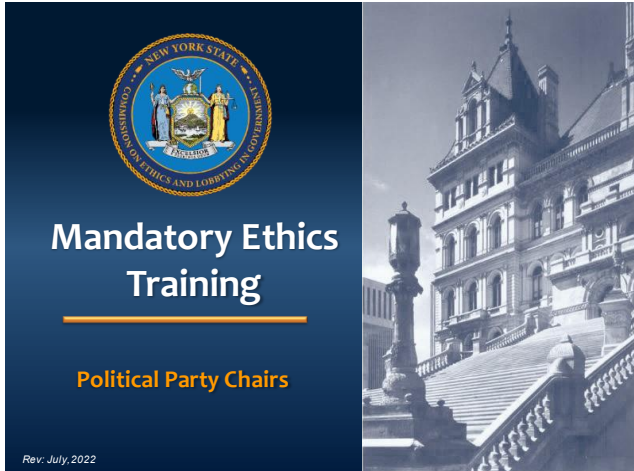
3. From the Political Party Chair page, click "Ethics Training for Political Party Chairs" to launch the presentation.

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.



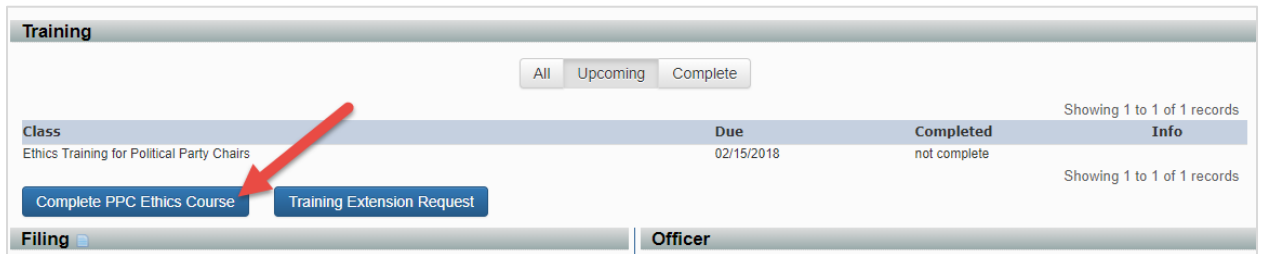
Steps to receive credit after reviewing the training materials

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

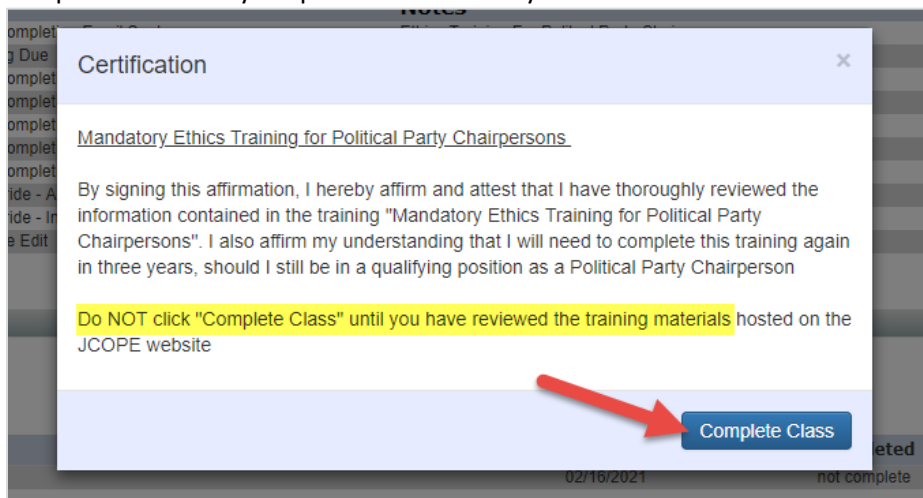
A login form for NY.gov ID. It features the NY.gov ID logo at the top. Below the logo are two input fields labeled "Username:" and "Password:". A "Sign In" button is positioned below the fields. At the bottom, there is a link for "Forgot your Username or Password" and a link for "NY.gov ID - Terms of Service".

- Enter the same username and password you use when filing your annual Financial Disclosure Statement.

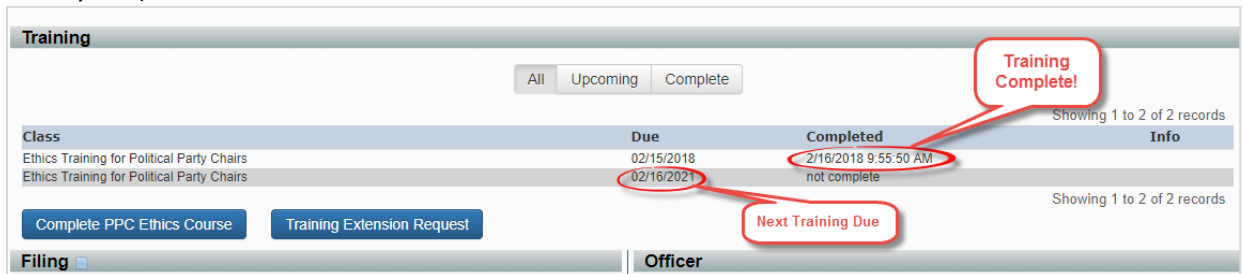
- From the "Training" sub-heading, click the "Complete PPC Ethics Course" button.



- 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 other year 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.