



## Ethics Forum FAQs | Statewide Training

*For the purposes of this document all state employees and officers will be referred to as 'employees' or the 'state workforce'*

### Policy Related Questions on the Training Requirement

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#### 1. Do all employees have to take mandated ethics training?

Yes. All State employees are required to complete regular ethics training. This includes FDS filers, non-FDS filers, full-time employees, part-time employees, and seasonal employees.

#### 2. Is the mandated ethics training requirement a yearly requirement?

**Yes**, a form of ethics training is required every year. Every employee must take Comprehensive Live Training every other year, with a refresher course in the intervening year. Live training can be in-person or live online. Agencies may utilize remote technologies such as WebEx, Zoom, Teams and Google Meet to deliver live 'remote' CETC trainings. We understand that depending on your resources and employee availability an employee may take the on-demand refresher training initially, instead of attending a live CETC training first. Please also note that Executive Law section 94 requires new hires to attend a live CETC within 90 days of beginning their state job.

#### Scenario 1 – an employee attended a live CETC on 12/6/2023.

- **On or before 12/31/2024** – the employee is required to complete Ethics Refresher Training. The live CETC **or** the On-Demand CETC both satisfy the Ethics Refresher Requirement.
- The employee completes the Ethics Refresher training on 9/1/2024.
- Live CETC training is required before 12/31/2025.

#### Scenario 2 – an employee completed the On-Demand CETC on 12/6/2023

- **On or before 12/31/2024** – the employee is required to attend LIVE CETC training.
- The employee attends the live CETC training on 9/1/2024.
- **On or before 12/31/2025** – the employee is required to complete Ethics Refresher Training. The live CETC or the On-Demand CETC both satisfy the Ethics Refresher Requirement.

#### 3. Are agency ethics officers or agency trainers outside of COELIG able to deliver the CETC?

**Absolutely!** We encourage agency ethics officers and their training designees to conduct their own CETC trainings to their own employees. The COELIG Education Team has developed all the training materials you need to successfully hold your own CETC trainings. Please visit our

COELIG Ethics Training SharePoint site to access the CETC PowerPoint, CETC Trainer Notes and the [Ethics Handbook](#).

4. **Do I need to present the entire CETC to my agency employees, or are there any sections we can skip?**

If you are conducting an agency CETC training that **does not** include any Financial Disclosure Filers (policy making or threshold over filers) you may skip the Financial Disclosure section of the CETC. Please visit our COELIG Ethics Training SharePoint site to access the CETC PowerPoint for Non-FDS Employees. Otherwise, all employees are required to attend the entire training.

5. **What modifications to the CETC PowerPoint, if any, are agency ethics officers and trainers able to do?**

Agencies that have stricter policies than those covered in our training materials may modify the PowerPoint to include their agency-specific policies. Similarly, state entities may change references to 'State Agency' within the PowerPoint to better reflect their state entity such as authority, commission, or board, etc.

6. **Have you added examples to the instructor-led CETC or On-Demand CETC that are more relevant to a wider range of employees (e.g., grounds and cleaning staff)?**

The Education Team has inserted several 'Ethics Checks' in the instructor-led CETC and the On-Demand CETC. The examples cover a wider range of state employees; however, there are no specific examples that relate to specific job titles. For the live instructor-led CETC – you may insert additional 'Ethics Check' questions that are more relatable to your group of employees.

7. **When are employees required to complete training - is it the calendar year or from when the last date you attended the CETC or refresher?**

To provide the greatest amount of flexibility to our agency partners when planning their training calendars, employees are required to complete training on or before December 31<sup>st</sup> of each year.

8. **Has the Commission determined any repercussions for those individuals who still refuse to complete ethics training? There are some "holdouts" who refuse training.**

At this time, there are no penalties associated for those employees who fail to complete the mandated ethics training course. However, COELIG reports aggregate statistics to the Governor on a quarterly basis, with agency-specific statistics included in the annual Training Unit report.

9. **COELIG recently redesigned the CETC - can agencies use prior versions of the CETC?**

Agencies must use the most current version of the CETC available on our Ethics Training SharePoint site.

## Questions on the Ethics Refresher Requirement

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### 1. **What training courses satisfy the Ethics Refresher Requirement?**

The 'On Demand Ethics Training' hosted on SLMS currently satisfies the ethics refresher requirement. Please contact us if your agency is not a SLMS user to determine if we can accommodate your agency's learning management system. In addition, the live CETC will also satisfy the Refresher requirement.

### 2. **If an employee has taken the On-Demand by 12/31/2023 when are they due to receive live training?**

In this case, the employee would be required to attend live CETC training on or before 12/31/2024.

## SLMS related Questions

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### 1. **What is the SLMS course name?**

- **Course long name:** COELIG On Demand Ethics Training (CETC) 2023
- **Course short name:** COELIG OD
- **Course Code:** COELIG-OndemandCETC-2023

### 2. **Can a course be created in SLMS for the instructor led live CETC that agencies can add classes to? Using this model is there a way that agencies can only view employees from their own agency?**

We are actively working with Office of Employee Relations and SLMS on ways we can streamline courses within SLMS for the ethics mandated training requirement. Stay tuned for more information once we have it.

## **Employee Tracking Related Training Questions**

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1. **Is the Commission going to remove the tracking system/training component of the FDS System? I have people who keep contacting me about updating their information.**

COELIG is actively working with our ITS partners to develop an application to track training compliance. As such, all our dedicated ITS resources will be focusing their efforts on solutions to the training mandate. At this time, we do not recommend you utilize the online FDS system to track training compliance. If your FDS filers are receiving training notifications in error from the online system, please email us at [education@ethics.ny.gov](mailto:education@ethics.ny.gov) and provide a copy of the email notification.

2. **How do agencies settle on a number of employees? For instance, for SUNY or CUNY, adjunct faculty may teach one semester and not the next.**

We understand that your employee count may fluctuate from month to month. Agencies should report the number of employees currently on the payroll at the end of each month, including short-term employees. In addition, the employee count should also reflect departures due to retirement or termination.

3. **If you have a board or a small number of participants in an agency and that board has completed all training as of a certain month--say March, will you need to continue to submit reports for that year?**

Yes, agencies must report statistics every month even if the number trained is zero.

## **Training Requests for COELIG**

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1. **When do you plan to release the updated training materials?**

Due to the file sizes of the PowerPoint and accompanying instructor notes, we have created a SharePoint site to give agencies access and the ability to download these materials.

2. **Since teaching faculty have set schedules, is there any chance of offering the sessions on another day of the week?**

Please email us at [education@ethics.ny.gov](mailto:education@ethics.ny.gov) so we may schedule an agency-specific training session with you.

3. **Will the live training continue to be scheduled? If yes, will there be any variation in the scheduling other than the normal 1-2:30 pm.**

Live trainings will continue to be scheduled on Thursdays from 1 –2:30 p.m. throughout 2024. Alternate training dates and times are available upon request for agency specific trainings.

**4. Will you be offering accessible versions of the training for people with disabilities?**

Yes. As an interim solution we have an accessible version of the on-demand CETC as a PDF that contains the audio narration and question and answer feedback responses in text. The accessible version is available on our [website](#) and our Ethics Training SharePoint site. Please download the PDF version for best results.

**5. Will there be a limit to the number of employees that can be enrolled for an agency-specific training?**

There is no limit to the number of employees; however, for enrollments of over 1,000 employees, please email us at [education@ethics.ny.gov](mailto:education@ethics.ny.gov).

**6. How many agency-specific trainings will be allotted per agency in a calendar year? Should agencies continue to hold internal in person sessions?**

Depending on the number of employees required to be trained, the COELIG Education Training Team will evaluate your training situation on a case-by-case basis. Priority training slots will be given to those agencies that reported significantly low training numbers in the 2023 Annual Statewide Ethics Training Compliance Report. We encourage you to continue your agencies internal trainings and contact us at [education@ethics.ny.gov](mailto:education@ethics.ny.gov) so we can better assist you in meeting your training goals.