



Ethics Forum

Statewide Ethics Training Application
Phase 2 launch

Ethics Training is for Everyone!



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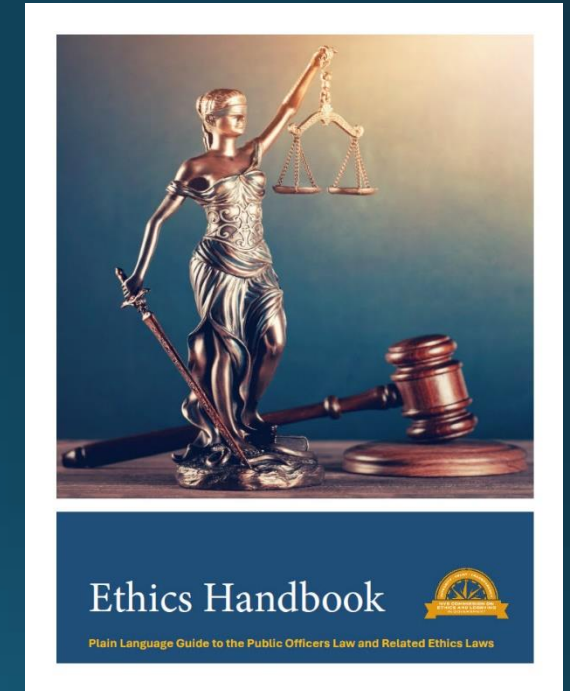
Live Ethics Training Requirement

Executive Law § 94 mandates that all state employees, attend live ethics training every two years including:

- Full time employees
- Part time employees
- Seasonal employees
- FDS employees
- Non-FDS filers
- New hires are required to complete a live CETC within **90 days of appointment** or employment.



Comprehensive Ethics Training Course Materials (CETC)



Available on SharePoint

Requests to Modify the CETC

- Agencies may discuss stricter policies *i.e.* 'zero gift policy'.
- Agencies may **not**:
 - record the CETC as a substitute for live delivery.
 - print and distribute a copy of the CETC slide deck and provide an attestation to employees as an alternate for live or refresher training.
- All subject areas must be covered other than Financial Disclosure for those training sessions where no FDS filers are present.

CETC Subject Areas Covered

Maintaining High Ethical Standards

Conflicts of Interest

Outside Activities

Gifts and Things of Value

The "Little Hatch Act"

Post-Employment Restrictions

Financial Disclosure Statements

Commission Overview

Online Ethics Refresher Requirement

The law also requires State employees to complete an online ethics refresher class in the years when you are not attending this live class.

This course is available for employees that have access to the Statewide Learning Management System (SLMS).

If you do not have access – until an alternate method can be developed – agencies should continue to deliver live training.





Dashboard

Add Employee

Monthly Compliance Report

Quarterly Compliance Report

YTD Quarterly Compliance Report

PHASE 2 UPDATES

Statewide Ethics Training Application
(‘SETA’)

OSC Data Import FAQs

- Employee IDs that begin with a 'N' or 'C' followed by (8) numeric digits are included in the OSC Data Import. **N12345678 C98765432**
- Data will be refreshed monthly – generally the first week of each month.
- **The last data refresh occurred July 2, 2024.**
- New hire information will automatically be populated into SETA and new employees are given a 90-day CETC live due date.
- Employees who have transferred to another agency or left state service need to be processed by OSC before the data will be refreshed in your agency profile.
- Depending on the effective date, employee status changes generally take three weeks to process by OSC.

Do NOT:

- **Mark employees as 'inactive'**
- **Add new employees to your agency roster.**
- **Assign additional agencies to an employee – that information will be overridden during the next refresh until a more permanent solution is created by our ITS team.**

Outlier FAQs

- Agency Profiles that display a 'No Data in Table' message are generally an outlier agency.
- Outliers include most Boards, Councils and Authorities.
- Outlier Agencies are required to provide COELIG with a completed Employee HR Data template.
- Continue to submit agency wide aggregate training totals while compiling Employee HR/Training Data.
- Employee HR Data and all training data should be updated for the 2024 calendar year on or before December 31, 2024.

Do NOT:

- **Attempt to upload the Employee HR Template – email the Training Team your completed spreadsheet.**



View Agency: Agency Test Account

Agency Information

Agency ID 85213	Status Active
Agency Name Agency Test Account	Agency Display Name Agency Test Account
Agency Care Of	Agency Acronym ATA
Agency Type Standard	
Number of Employees 0	
Effective Date	
Created By	Modified By

Training Compliance Data

Number of Employees 0	Total Trained 0
Total due to complete CETC 0	Total due to complete Ethics Refresher 0

Agency Users

Search:

User Name	Email	Role
Cassian O'Bryan	Cassian@valaris.com	Contact
COELIGTester Test	Testaccount@ethics.ny.gov	Ethics Officer
Jane Tester	Jane.Tester@ethics.ny.gov	Training Compliance Officer

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Employees Training History

Manage Training Completion



Employee ID First Name Last Name Email Waiver Extension Ethics Training Due Ethics Training Completed Compliant

No data available in table

Showing 0 to 0 of 0 entries

Previous

Export

Search:

	Class	Status	Due	Completed	Extension	Extension Due	Waiver	Created	Submitted
	Online Ethics Refresher	Open	12/31/2025		N		N	5/22/2024 5:56:57 PM	
	Comprehensive Ethics Training Course	Completed	12/31/2024	05/17/2024	N		N	5/14/2024 10:44:45 AM	5/17/2024 12:54:06 PM

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Edit

SETA | Training Cycle

2023-2025 Training Schedule

New Employees	Complete the on-demand CETC or live CETC within 90 days*	Attend a live CETC on or before December 31, 2024	Complete Refresher Training on or before December 31, 2025**
Existing FDS Filers who have completed a live CETC or live Ethics Seminar in 2022 or 2023	The on-demand CETC satisfies the Ethics Refresher Requirement for FDS Filers and non-FDS state employees that have already attended a LIVE CETC course.		<p>If live CETC taken in 2022 – Ethics Refresher required on or before December 31, 2023**</p> <p>If live CETC taken in 2023 – Ethics Refresher required on or before December 31, 2024**</p>
Existing FDS and Non-FDS Employees who have <u>not</u> received any ethics training	Complete the on-demand CETC or live CETC within 90 days or before December 31, 2023	Attend a live CETC on or before December 31, 2024	Complete Refresher Training on or before December 31, 2025**

Understanding the Training Cycle in SETA

2024 and 2025 Calendar Year – flexible training cycle



-OR-



Understanding the Training Cycle in SETA

Beginning Jan 1, 2026 – no flexibility in the training cycle

SETA will maintain the training cycle employees are currently on. New employees will all be placed on the following cycle.



2024 Training Data Updates

- Training dates were imported for employees who attended a live CETC with COELIG from January 2024 through June 27, 2024.
- Training records were only updated for those employees who have an existing profile in SETA as a result of the OSC Data Import.
- 1,975 CETC employee training records have been updated.



**# OF EMPLOYEE
RECORDS: 272,254**



**# OF EMPLOYEE EMAILS
IN SETA : 83,100**



**# OF RECORDS WITH
TRAINING DATA: 45,625**

2024 Training Data entry Due Dates

OSC Data Import

September 30, 2024

- Update all your training records for the 2024 calendar year.
- Transition to reporting employee level data.

Outlier Agencies

December 31, 2024

- Evaluated on a case-by-case basis
- Provide COELIG with both your employee HR Roster and training data.
- Transition to reporting employee level data.

2024

Training Data Recommendations

OSC Data Import

- Focus on entering training data for live CETC deliveries
- Parent/Sub agencies – assign additional agency users to assist with data entry and training administration

Outlier Agencies

- Complete the Employee HR Records Template – submit to Training Team
- Complete the Employee Training Data template and include completion dates for employees who completed training in calendar year 2024.

COELIG Reporting Obligations

Executive Law § 94 (8)(f)

On an annual basis, the commission... shall determine **the status of compliance** with the training requirements... by **each state agency...**

Such determination shall include **aggregate statistics regarding participation** in such training and shall be reported on a quarterly basis to the governor and the legislature in writing.



Monthly Reporting

Reported during
monthly
Commission
Meetings



Quarterly Reporting

Submitted to the
Executive Chamber
and Legislature

- Quarter 1
 - (Jan-March)
- Quarter 2
 - (April – June)
- Quarter 3
 - (July – Sep)
- Quarter 4
 - (Oct – Dec)



Yearly Reporting

Submitted mid
November to
Executive
Chamber and
Legislature

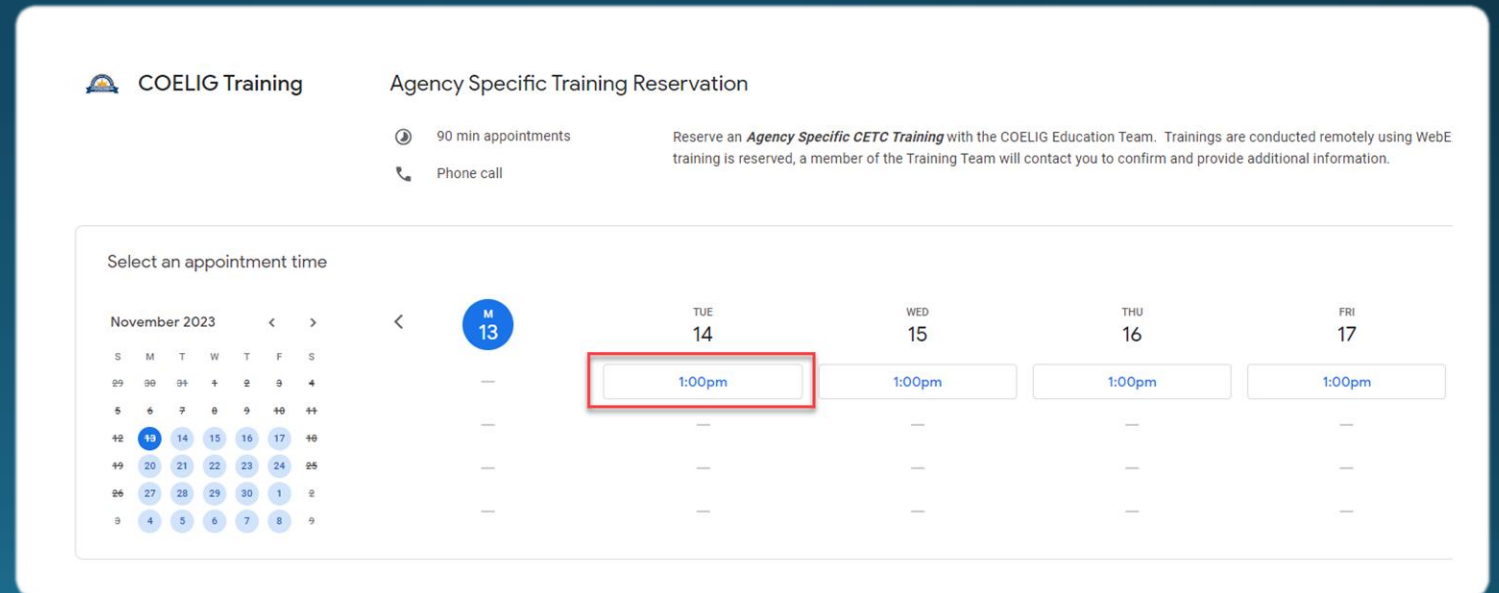
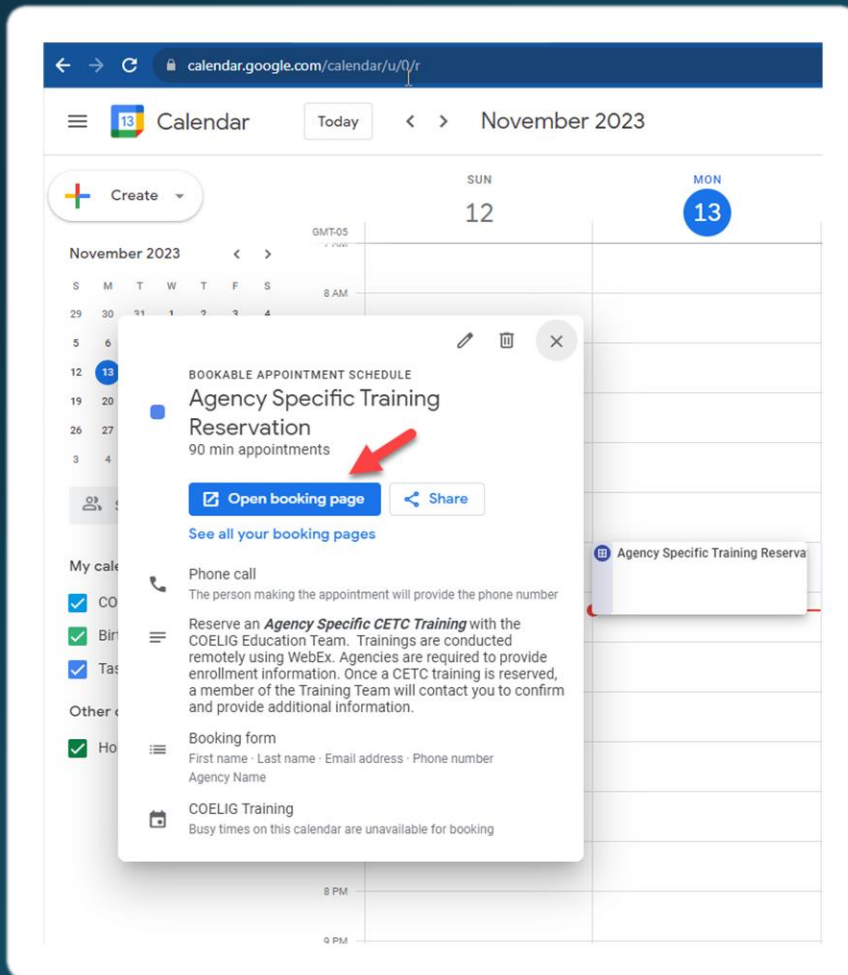


Training Opportunities with COELIG

Agency-Specific Training Sessions are Available

We provide the trainers – you provide the administrative support!

- Reserve a date and time on Google booking.
- Agencies with employee information will receive a customized training template from us to streamline tracking.





Class Registration

NYS Employee Information

Employee ID	*First Name	*Last Name
<input type="text" value="N12345678"/>	<input type="text" value="Jane"/>	<input type="text" value="Doe"/>
*Business Email	*Confirm Business Email	
<input type="text" value="Jane.doe@test.ny.gov"/>	<input type="text" value="Jane.doe@test.ny.gov"/>	
*Agency		
<input style="border: 1px solid green;" type="text" value="Agency Parent Test Account"/>		
<input type="button" value="Find a Training"/>		

Open CETC Training Sessions with COELIG

- Upcoming Changes to our Enrollment Process
- Secure enrollment form via SETA



Class Registration

NYS Employee Information

Employee ID	*First Name	*Last Name
<input type="text" value="N12345678"/>	<input type="text" value="Jane"/>	<input type="text" value="Doe"/>
*Business Email	*Confirm Business Email	
<input type="text" value="Jane.doe@test.ny.gov"/>	<input type="text" value="Jane.doe@test.ny.gov"/>	
*Agency		
<input type="text" value="Agency Parent Test Account"/> ✓		
<input type="button" value="Find a Training"/>		



Select Class

Search:

ID	Type	Hosted By	Start	End
<input type="radio"/> 41	Comprehensive Ethics Training Course	COELIG	7/5/2024 10:00:00 AM	7/5/2024 11:30:00 AM
<input type="radio"/> 96	Application Training	COELIG	9/12/2024 12:45:00 PM	9/12/2024 2:45:00 PM

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Dashboard

Submit Monthly Training Information

Add Employee

Monthly Compliance Report

Quarterly Compliance Report

Reports Due

Division of the Budget	6
QWE	0
Agency Test Account	5
Executive Chamber Executive Department	6
Roswell Park Cancer Institute	6
Department of Labor (NYS)	5
SUNY Albany	6

Submissions from Previous Month

Search:

Name	Submitted
No data available in table	

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Launched June 13, 2024
Phase 2 Demonstration

Upload Employee Training Records

The screenshot shows a web application interface. On the left, a red error banner displays a white 'X' icon and the text 'Error' followed by a bullet point: 'Invalid CSV file headers'. On the right, the main content area is titled 'Upload Employee Training Data'. It features a file upload field labeled 'Training CSV' with a 'Submit' button. Below this, there is a link to a 'Training_Template.csv' file. A section titled 'Instructions' provides details on how to use the template and a contact email for the training team. Two columns of requirements are listed: 'Required Information' and 'Accepted Formats'.

Error Message:

- Invalid CSV file headers

Upload Employee Training Data

Training CSV [Submit]

Please use the provided file for uploading Completed Training: [Training_Template.csv](#)

Instructions

Please use the provided [Training_Template](#) to upload ethics training completion data for you agency employees. To utilize this import feature - your employees MUST have an Employee ID that begins with a N or C. For questions on what information to include, email the Training Team at COELIGEducation@ethics.ny.gov.

Required Information

- Employee ID
- First Name
- Last Name
- Training Class Code
- Completion Date

Accepted Formats

- Employee ID (Do not leave out trailing or leading zeros)
 - N##### (N+8 numeric digits)
 - C##### (C+8 numeric digits)
- First/Last Name
 - Alpha Characters, Apostrophe, Hyphen
- Training Class Code
 - CETC or OER
- Completion Date
 - MM/DD/YYYY

Employee ID	Employee First Name	Employee Last Name	Training Class Code	Completion Date
N12345678	Jane	Doe	CETC	7/10/2024
C23456789	Paul	Smith	OER	5/4/2024



QUESTIONS?

Suggestions for future Forum Topics?

Please send your questions and/or suggestions to us via email at:

COELIGEducation@ethics.ny.gov

Stay up to date with the latest COELIG ethics and lobbying news and deadlines!

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