



SETA

TIPS & TRICKS

Statewide Ethics Training Application

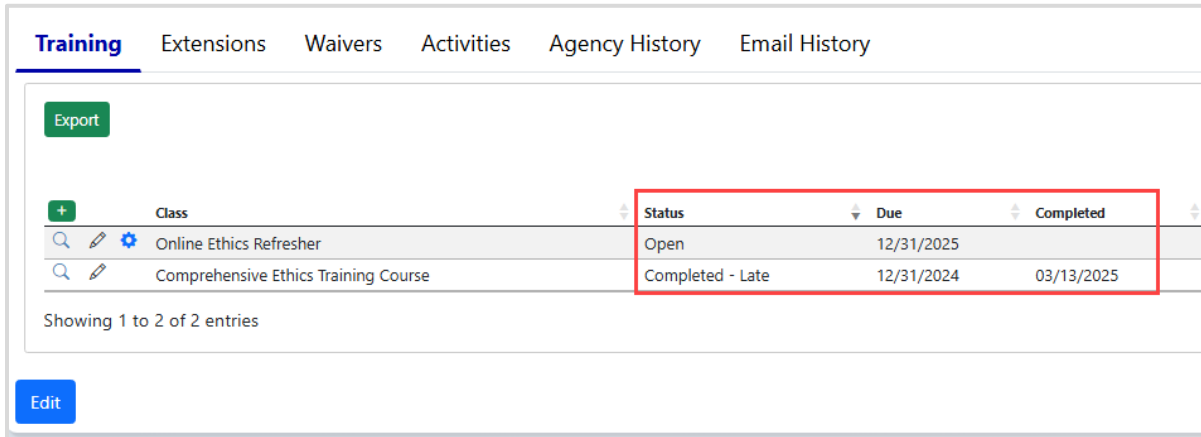
Ethics Training is a Yearly Requirement!

Completing an overdue training for the 2024 calendar in 2025 does **NOT** satisfy both 2024 and 2025 requirements.

Ethics training is like filing your federal income tax return-- If you're overdue to file your 2023 taxes, you're still required to file your 2024 taxes.

- Once an employee completes an overdue training, they will be marked '**Completed – Late**' in SETA and will automatically be assigned a new open class with a 12/31/2025 due date. Only COELIG and Agency Users can view the 'Completed – Late' status.
- Any employee in SETA listed with a Comprehensive Ethics Training Course (CETC) due 12/31/2024 can take either live CETC training or the Online Ethics Refresher for those with access to SLMS. If your agency does not have access to SLMS, remember that a LIVE training will always satisfy your annual training requirement.
- SETA will automatically assign you a new training class once a completion date is entered. The new training class is always the OPPOSITE of what you completed – think of it as a rotating cycle.
 - **Complete the CETC:** SETA assigns an open Online Ethics Refresher with a 12/31/2025 due date.
 - **Complete the Online Ethics Refresher:** SETA assigns a live CETC with a 12/31/2025 due date.

How overdue trainings appear in SETA



The screenshot shows the 'Training' tab in the SETA system. It features a table with columns for 'Class', 'Status', 'Due', and 'Completed'. Two entries are listed: 'Online Ethics Refresher' with a status of 'Open' and a due date of '12/31/2025', and 'Comprehensive Ethics Training Course' with a status of 'Completed - Late', a due date of '12/31/2024', and a completion date of '03/13/2025'. The 'Status' column is highlighted with a red box. Below the table, it says 'Showing 1 to 2 of 2 entries' and there is an 'Edit' button.

Class	Status	Due	Completed
Online Ethics Refresher	Open	12/31/2025	
Comprehensive Ethics Training Course	Completed - Late	12/31/2024	03/13/2025

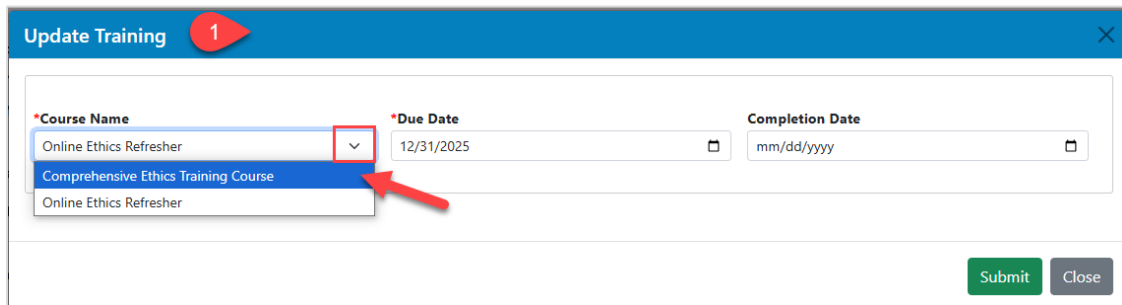
How do I select which class an employee completed in SETA?

Live ethics training is always an option – employees can complete a live Comprehensive Ethics Training Course (CETC) every year.

- If you choose to offer live training every year, ensure you mark the correct class type completed.
- If your employees are due to complete an ethics refresher in 2025 and you provide the live CETC, you can change the class type from online ethics refresher to the Comprehensive Ethics Training Course.
- If in 2024, an employee completed the online Ethics Refresher in SLMS or your own LMS – they cannot take an Ethics Refresher again in 2025.

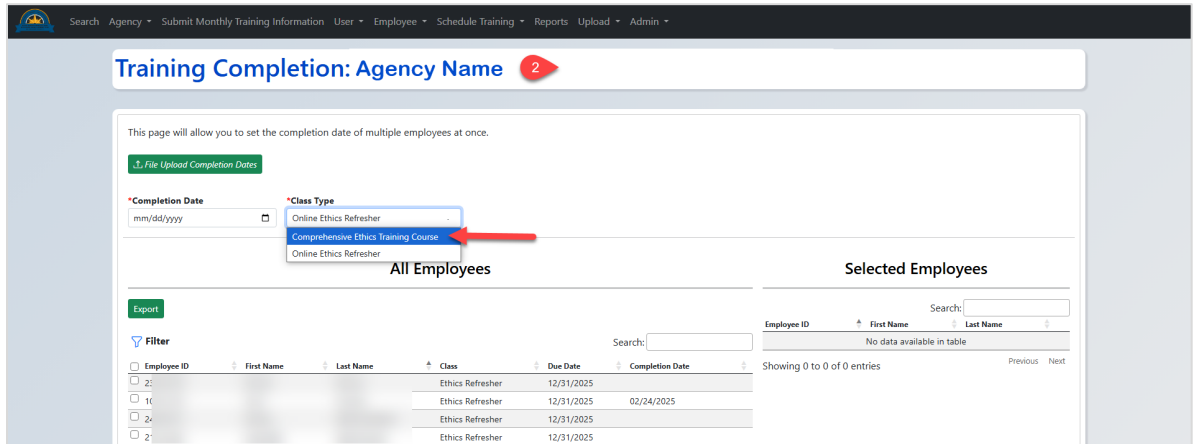
You can change the course or 'class type' in the following areas:

1. Within the individual employee profile



The screenshot shows the 'Update Training' form. It has a blue header with a red '1' in a circle. The form contains three fields: 'Course Name' (a dropdown menu), 'Due Date' (a date field), and 'Completion Date' (a date field). The 'Course Name' dropdown is open, showing three options: 'Online Ethics Refresher', 'Comprehensive Ethics Training Course', and 'Online Ethics Refresher'. A red arrow points to the 'Comprehensive Ethics Training Course' option. At the bottom right, there are 'Submit' and 'Close' buttons.

2. When using the ‘Training Completion Screen’



3. By using the Employee Training Upload Roster and entering CETC instead of OER in the ‘Training Class Code’ column.

2025 Employee Training Schedule

2025 TRAINING	
New employees	Initial Training Requirement: Attend a live CETC within 90 days of appointment to your state job.
Existing employees who have completed an online Ethics Refresher	Complete a live CETC on or before December 31, 2025.
Existing employees who completed live CETC Training in 2024	Complete Ethics Refresher Training on or before December 31, 2025.
Existing employees who have not received any ethics training	Complete a live CETC on or before December 31, 2025.

Need to train overdue employees?

Take advantage of COELIG's open sessions. The COELIG Training Team offers the live CETC multiple times a week. Get your employees caught up NOW! Enrollment information below. Employees paid by the Office of the State Comptroller (OSC) – ensure your employees know their employee 'N' number so they are marked completed in SETA.

[Class Registration - Statewide Training Reporting](#)