



SETA

TIPS & TRICKS

Statewide Ethics Training Application

Manage Screen vs. Training Completion Report

Manage Screen vs. Training Completion Report

Avoid the frustration of not having an employee's completion date recorded by completing the wrong class!

Determining which employees are due, overdue or who have completed training can be a daunting task. If your employee data is already in the Statewide Ethics Training Application (SETA), you can review your employee data within the 'manage' screen of your agency profile. To help track completion information, use our new 'Training Completion Report.'

Manage Screen Overview

The 'manage' screen within the agency profile displays information for the current calendar year. The manage screen will display which training is due and has been completed in 2025. Currently, only overdue employees that have not completed their 2024 ethics training requirement will still display in the manage screen.

When to use:

1. To help you identify which employees are assigned a new hire 90-day due date.
2. Prioritizing your enrollments by focusing on overdue employees and those employees with an upcoming due date.
3. Ensuring that employees due for a live Comprehensive Ethics Training Course (CETC) are not enrolled in an Ethics Refresher. Avoid the frustration of not having an employee's completion date recorded in SETA by completing the wrong class!

Information displayed in the 'Manage' screen

Read the manage screen from left to right. Jane Doe is required to complete the [CETC or Ethics Refresher] by [Due date]. If a completion date is entered, it reads, Jane Doe completed the [CETC or Ethics Refresher] on this date.

SETA Tips and Tricks | Manage Screen vs. Training Completion Report

1. **Ethics Training** – displays the ethics training that is due in the current calendar year. If the Ethics Refresher is due an employee can take either the live CETC training or the on-demand available in the Statewide Learning Management System (SLMS).
2. **Training Due** – displays the due date. Training due dates outside of the default 12/31 indicate the employee is a new hire according to our records. New hires are required to complete live ethics training within 90 days and are excluded from taking the on-demand in SLMS. SETA will not record a training completion date for the Ethics Refresher for new hires!
3. **Training Completed** – indicates the date the employee completed the applicable training.
4. **Waiver** – ‘Y’ means the employee has a waiver and is ‘waived’ from completing the ethics training in its entirety.
5. **Extension** – ‘Y’ means the employee has been granted an extension of time to complete the training, generally due to a medical or other leave of absence.

Agency Roster: Agency Name

Export

Filter

Employee ID	First Name	Last Name	Email	Ethics Training	Training Due	Training Completed	Waiver	Extension	Compliant
NO	ROBERT	KEEFE		Ethics Refresher	12/31/2025		N	N	Y
NO	JESSICA	TAMULONIS		CETC	01/07/2025	03/18/2025	N	N	Y
NO	SIWEI	LIU		Ethics Refresher	12/31/2025		N	N	Y
NO	RWAN	MCPHERSON		Ethics Refresher	12/31/2025		N	N	Y
NO	JONATHAN	HAWY		Ethics Refresher	12/31/2025		N	N	Y
NO	THOMAS	BITTNER		CETC	12/31/2024		N	N	N
NO	THOMAS	MELENDY		Ethics Refresher	12/31/2025		N	N	Y
NO	CHRIS	BRADSON		Ethics Refresher	12/31/2025		N	N	Y
NO	ANTHONY	KEW		Ethics Refresher	12/31/2025		N	N	Y
NO	PARESH	DANDONA		CETC	12/31/2024		N	N	N
NO	TYLER	BOSTOCK		CETC	04/10/2025		N	N	Y
NO	HEATHER	OROM		Ethics Refresher	12/31/2025		N	N	Y
NO	DAVID	HERZBERG		CETC	12/31/2024		N	N	N
NO	PRIVA	BANERJEE		Ethics Refresher	12/31/2025		N	N	Y
NO	JEFFREY	GOOD		Ethics Refresher	12/31/2025		N	N	Y
NO	METTUPLAWAH	SHANLIVAN		Ethics Refresher	12/31/2025		N	N	Y
NO	JAMES	FALLANOLUTA		Ethics Refresher	12/31/2025		N	N	Y
NO	MARK	SUTTON		Ethics Refresher	12/31/2025		N	N	Y

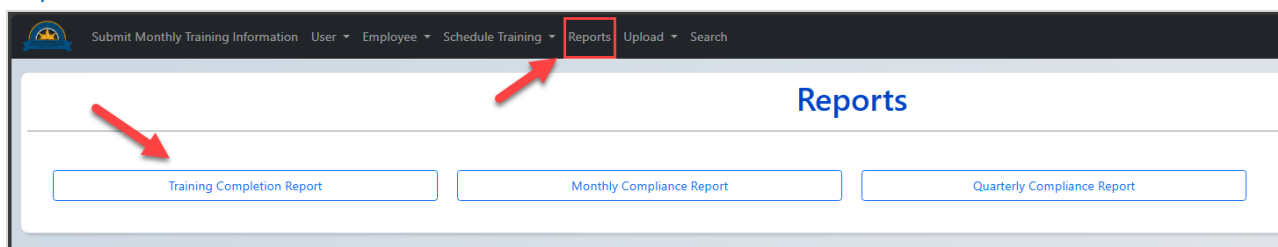
Show 25 entries
Showing 1 to 25 of 8,911 entries

View Agency Profile

Training Completion Report

The ‘**Training Completion Report**’ allows you to review which training (CETC or Ethics Refresher) an employee was due for and completed in any calendar year.

1. From the main menu, select ‘**Reports**’. From the ‘**Reports**’ page, select the ‘**Training Completion Report**’.



2. Select the **Reporting Year**, **Reporting Month**, and **Agency**. To view completion dates for the calendar year, select ‘All’ in the ‘Reporting Month’ search parameter. Agency Users with access to more than

one agency, can select an individual agency, or select 'All' to view completion information for all their agencies simultaneously.

3. Click the green 'Run' button to generate the report. Click 'Download' to export your results into an Excel spreadsheet.

Category	Count
Total number of employees	312,548
Total number of completed CETC	81,895
Total number of completed Ethics Refresher	73,150

Employees ID	First Name	Last Name	Email	Agency Name(s)	Class Type	Due Date	Completion Date
N	Erin	A1		CUNY Manhattan Community College	CETC	12/31/2024	03/12/2024
N	KRISTOPHER	AA		Public Service Commission	Ethics Refresher	12/31/2024	11/06/2024
N	JACOB	AA		Niagara State Park Commission	Ethics Refresher	12/31/2024	06/29/2024
N	ANGELA	AA		Department of Transportation, Region 5	CETC	12/31/2024	02/07/2024
N	ARSHIA	AA		SUNY Stonybrook	CETC	12/31/2024	04/09/2024
N	SUELA	AA		CUNY College of Technology, NYC	Ethics Refresher	12/31/2024	12/18/2024
N	THOMAS	AA		Department of Transportation, Region 5	CETC	12/31/2024	01/10/2024
N	TAYLOR	AA		Criminal Justice Services, Division of	CETC	01/07/2025	10/23/2024
N	DESIREE	AA		Office of Addiction Services and Supports	Ethics Refresher	12/31/2024	08/26/2024
N	WHILEL	AA		Department of Financial Services	CETC	12/31/2024	03/26/2024
N	JASON	AA		Department of Motor Vehicles	Ethics Refresher	12/31/2024	05/15/2024
N	DENNIS	AA		Long Island Developmental Disabilities Services Office	Ethics Refresher	12/31/2024	01/19/2024
N	HAYLEY	AA		Office of the Attorney General	Ethics Refresher	12/31/2024	06/14/2024
N	CLAIRE	AA		Psychiatric Institute, NYS	Ethics Refresher	12/31/2024	12/04/2024
N	MICHAEL	AA		Department of Motor Vehicles	Ethics Refresher	12/31/2024	03/12/2024

Need COELIG to help train your 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](#)