



2026 POLICY CHANGE FOR OVERDUE EMPLOYEES

We've officially closed out the 2025 training year in the Statewide Ethics Training Application (SETA).

Thank you to everyone who reviewed and returned completed spreadsheets to the COELIG Training Team regarding those employees who were missing completion dates in the Statewide Ethics Training Application (SETA) for the 2025 ethics training cycle.

If you find any remaining training completions from 2025 or prior that need to be recorded in SETA, please contact COELIG for support.

POLICY OVERVIEW EFFECTIVE MARCH 11, 2026:

Your feedback matters to us. At our March 11th COELIG Education Committee Meeting, the Commission board unanimously approved a proposal that will allow COELIG and agencies to prioritize those employees who have not received training in 2025 without straining agency and COELIG resources.

Employees overdue on their 2025 training requirement must complete a **live CETC** in 2026. Employees who did not meet their 2025 training mandate and who complete a live CETC in 2026 will not be required to complete any additional training to be compliant. System enhancements were implemented in SETA on March 18th to support this policy change.

Below is an overview of the policy change and how that policy change impacts any employees who remain **Not Trained**:

- Employees who were missing a training completion date for either the 2024 or 2025 ethics training cycle are now marked as **'Not Trained'** in SETA, as applicable.
- **Not Trained** employees are required to complete a live CETC for the 2026 ethics training cycle – *no exceptions*. Employees who remained **Not Trained** in SETA have automatically been assigned a live CETC due in 2026 as their required ethics training.
- Employees who were identified as overdue to complete an Online Ethics Refresher (OER) in 2025 **are no longer** able to complete the OER and instead are required to complete live CETC training. Live CETC training is the only option for overdue employees in the 2026 training cycle.
- Employees who completed their overdue 2025 OER between January 1 and March 18, 2026, using the SETA On-Demand enrollment link have had that completion applied to their outstanding 2025 requirement. As a result, they are no longer considered 'Not Trained for 2025'. However, these employees are still required to complete their assigned 2026 training. Their profiles have been updated to reflect a live CETC due by 12/31/26. These employees should be enrolled in and directed to complete the live CETC training.
- Employees that completed a live CETC ethics training with COELIG to satisfy their overdue 2025 ethics training between January 1 and March 18, 2026, will have their live CETC 2026 completion date applied to the 2026 ethics training cycle. **No further training will be required in 2026.**
- Agencies who utilize the Statewide Learning Management System (SLMS) to track their live CETC deliveries can now upload their 2026 live CETC deliveries into SETA. Employees who completed their 2026 live CETC internally at their agency will be credited for the 2026 training cycle.

As a reminder SETA is the application of record for the mandatory ethics training requirement. Training completion data must be entered in SETA even for those agencies who may use SLMS, an alternate LMS, or internal training tracking system.

Please refer to the attached PDF document that contains helpful scenarios to better understand how the policy change impacts overdue employees.

As always, we are available to answer questions. Thank you for your commitment and partnership in the Statewide Ethics Training Mandate.



Scenarios to Facilitate Understanding of the 2026 Policy Change Impacting Overdue Employee

No training completed, CETC required:

- Lawrence was due to complete the Online Ethics Refresher (OER) by 12/31/2025. Lawrence did not complete any training in 2025. To date, Lawrence has not completed any training in 2026. The 2025 training requirement for Lawrence has been marked as 'Not Trained' on his employee training profile. Lawrence MUST be registered for and complete the Live Comprehensive Ethics Training Course (CETC) by 12/31/2026. Lawrence is considered part of the 'Not Trained' population and he must be prioritized for immediate training completion.
- Kyre was due to complete the Live Comprehensive Ethics Training Course (CETC) by 12/31/2025. Kyre did not complete any training in 2025 and has not yet completed any training in 2026. Kyre's employee training profile has been marked as 'Not Trained' for 2025. Kyre MUST be registered for and complete the Live CETC by 12/31/2026. Kyre is considered part of the 'Not Trained' population and they must be prioritized for immediate training completion.

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Late OER completion, CETC still required:

- Makayla was due to complete the Online Ethics Refresher (OER) by 12/31/2025. Makayla did not complete any training in 2025. On 03/11/2026 Makayla completed the OER. Because Makayla was 'Not Trained' in 2025 her late completion of the OER cannot fulfill her 2026 training requirement and she MUST be registered for and complete the Live Comprehensive Ethics Training Course (CETC). Makayla's status remains 'Not Trained' and she must be prioritized for immediate training completion of the Live CETC.

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CETC completed in 2026, brought into compliance:

- Ethan was due to complete the Online Ethics Refresher (OER) by 12/31/25. Ethan did not complete any training in 2025. On 2/18/2026 Ethan completed the Live Comprehensive Ethics Training Course (CETC). Ethan's training status for 2025 will be shown as 'Not Trained'. Because Ethan completed a Live CETC during 2026 he is current on his training requirements, and his next training due date is shown as 12/31/2027 on his employee training profile.
- Marley was due to complete the Live Comprehensive Ethics Training Course (CETC) by 12/31/2025. Marley completed the Live CETC on 1/7/2026. Marley's employee training profile reflects that she was 'Not Trained' in 2025. Because Marley has completed a Live CETC during 2026 she is current on her training requirements, and her next training due date is shown as 12/31/2027 on her employee training profile.