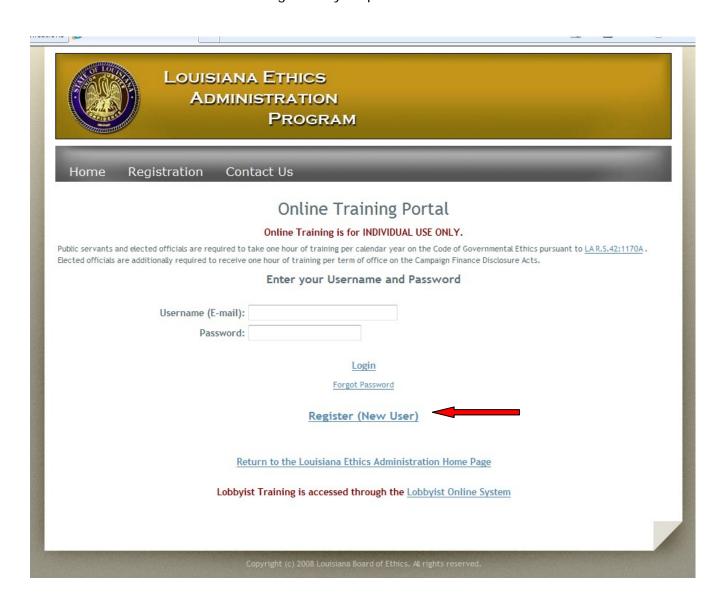
## Louisiana Ethics Administration Program Instructional Packet Substitute/Timesheet/Volunteer Personnel

We are required by law to take a <u>one-hour</u> government ethics training. Please follow these directions:

- Access the link on the STPSB district homepage under Louisiana Ethics Administration Program.
- Log in with your STPSB username and password\* or click on *Register (New User)* to create an account.

\*Volunteers-login with your personal email address



## **NEW USERS:**

- Complete the required information and click REGISTER, located on the bottom left of the form.
- Once registered, the welcome screen with your information will appear.
- At the bottom of the page, click <u>Continue to Training Seminars</u>.



Available Training Course Online Training is for INDIVIDUAL USE ONL		
Ethics Training for Public Servants Campaign Finance Training Certificates		
Available Ethics Courses for Public Ser	rvants	
Public servants and elected officials are required to take one hour of training per calendar year on the Code		thics pursuant to LA R.S.42:1170A.
Elected officials are additionally required to receive one hour of training per term of office on the Campaign  Title	Finance Disclosure	
Title  Code of Ethics Training for Public Servants  This course provides a general overview of the provisions of the Code of Governmental Ethics as it applies to	Part 1 of 3 -	Acts.
Code of Ethics Training for Public Servants		Acts.  Links

Download your certificate and print two copies. Keep one copy for your records and send the other copy to the St. Tammany Parish School Board Human Resources Office in one of the following ways:

Mail: P. O. Box 940, Covington, LA 70434 ATTN: Stephanie Alexius

Fax: 985-898-6471

Email: stephanie.alexius@stpsb.org

<u>Verification of this completed training is required every calendar year. This certificate must be received to be placed in your personnel file.</u>