

# Ethics and Sexual Harassment Training

## Online State Ethics Training

California law requires state officials to complete an ethics training course within six months of their hiring or appointment, and every two years thereafter. To help state officials meet this requirement, the Attorney General's Office and the Fair Political Practices Commission have developed the Ethics Training Course.

Commissioners can take the Ethics Training Course online by visiting:

<http://ag.ca.gov/ethics/trainingcourse.php>

Commissioners may choose from the following formats:

- Interactive Online Ethics Course. Best viewed at screen resolution 800 x 600. Requires Netscape or Internet Explorer version 7.0 or higher. Best supported by Java Runtime Environment (JRE) 5.0 Update 12. Also see Troubleshooting Tips. To view "pop ups" such as the certificate of completion, turn off pop-up blocker prior to launching course.
- **Non-Interactive Course** 📄 [PDF 587 kb / 56 pg]

Once Commissioners have completed the training, they will need to fill out the Certificate of Completion. Keep a copy for your records and send the original to the CRC office.

## Online Sexual Harassment Training

To meet State of California labor law requirements, CRC has arranged for Online Sexual Harassment training for Commissioners. Commissioners will be receiving individual log in information via email within the next 7 days with instructions on how to access the course. The training requires a minimum total of two hours of active participation, and can be completed in segments. Given that the Commission is entering a period of intense activity, Commissioners have been given 6 weeks to complete the training.

Once your training is completed, please send an email to Christina Shupe so she can print a confirmation for the CRC records. If you encounter any difficulties, please contact Christina.

SAMPLE

STATE OF CALIFORNIA

CITIZENS REDISTRICTING Commission

(PRINT AGENCY NAME)

ETHICS ORIENTATION COURSE

# Certificate of Completion

Name: FIRST LAST  
Position: Commissioner  
Date course completed: 4/??/2011

My signature on this certificate signifies that I have completed in its entirety the interactive Internet Ethics Orientation Course prepared by the Fair Political Practices Commission and the Attorney General's Office. It further signifies that I have reviewed the materials on my Agency's Incompatible Activities Statement that were provided as a part of the training course.

DATE Signed  
Date

Signature  
Signature