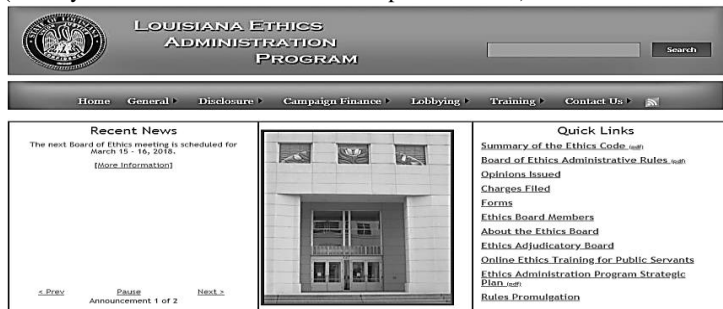


A QUICK STEP GUIDE TO OBTAINING YOUR TRAINING CERTIFICATE

Go to the Louisiana Board of Ethics website: <http://ethics.la.gov/>

(Note: your screen should look like this picture below)

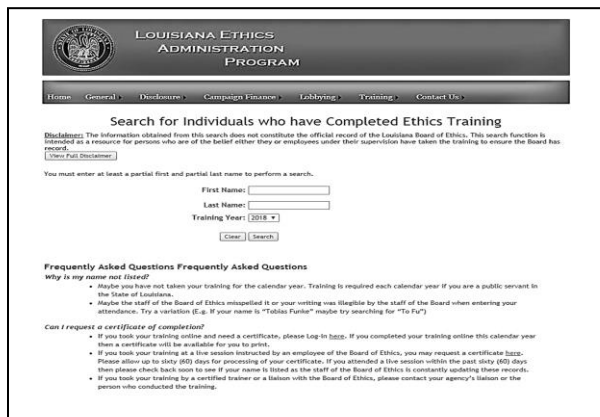


General : General information about the Louisiana Board of Ethics, public reports, and ethics related publications.
Disclosure : Information about the various disclosure reports for elected officials and board members and links to view the submitted reports.
Campaign Finance : Links to the LEADS software, filing deadlines, related laws and opinions, required reporting forms, and public records.
Lobbying : Links to the Lobbyist Online System, filing deadlines, related laws and opinions, and public records.
Training : List of seminars hosted by the Louisiana Board of Ethics and links to register for upcoming seminars.
Contact Us : Current meeting and physical addresses, phone and fax numbers, and an e-mail form for the Louisiana Board of Ethics. Includes contact information for the custodian of public records.

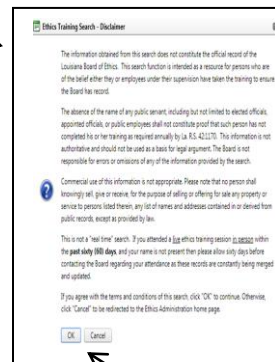


Click on the **Training** tab and then click **Search Training Attendance** tab

Then click "OK" if you agree to the terms in the Disclosure that pops up on the screen

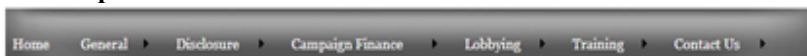


Once you see this page



OK

Follow the steps as noted next to the arrows:



Search for Individuals who have Completed Ethics Training

Disclaimer: The information obtained from this search does not constitute the official record of the Louisiana Board of Ethics. This search function is intended as a resource for persons who are of the belief either they or employees under their supervision have taken the training to ensure the Board has record.

[View Full Disclaimer](#)

You must enter at least a partial first and partial last name to perform a search.

First Name:

Last Name:

Training Year: 2018

Enter your First Name
Enter your Last Name

Enter the Training Year- The year that you attended the training session, or if attended multiple years, the year that's specific to the certificate needed for your records.

Frequently Asked Questions
Why is my name not listed?

- Maybe you have not taken your training for the calendar year. Training is required each calendar year if you are a public servant in the State of Louisiana.
- Maybe the staff of the Board of Ethics misspelled it or your writing was illegible by the staff of the Board when entering your

Then, Press Search

Then this page (with a summary of your Trainings for the year you previously selected) will appear and should look like this screen here:

You must enter at least a partial first and partial last name to perform a search.

First Name:

Last Name:

Training Year:

Name	Person Details	Training Title	Training Date	Download Certificate
YOUR NAME APPEARS HERE	YOUR AGENCY & CITY/PARISH INFORMATION APPEARS HERE	Code of Ethics Training for Public Servants Live Seminar Presented by Brett Robinson	1/4/2018	<input type="button" value="Download Certificate"/>
		Training for Ethics Liaisons Live Seminar Presented by Brett Robinson	2/7/2018	<input type="button" value="Download Certificate"/>
		Every type of Training (Ethics, Campaign Finance, Liaison, On-Line Ethics Website, On-Line LEO Portal, if you attended a live Ethics or Campaign Finance Session.	↑ Find All of the Training Dates Here	Click on the tab(s) above to Download a copy of YOUR Certificate(s)

Once you click on the Download Certificate tab, you will need to enter your Date of Birth as shown here:

Home General ▶ Disclosure ▶ Campaign Finance ▶ Lobbying ▶ Training ▶

Ethics Training Certificate Generation

Please enter the date of birth for the individual below:

YOUR NAME WILL APPEAR HERE

Date of Birth (MM/DD/YYYY):

← Click the Generate Certificate tab



← A copy of your training certificate should have appeared on your screen

IF YOU ARE STILL HAVING TROUBLE OBTAINING A COPY OF YOUR CERTIFICATE, PLEASE CALL THE ETHICS IT DEPARTMENT AT (225) 219-5600 OR TOLL FREE AT 1-800-842-6630.

(THIS IS NOT A "REAL TIME" SEARCH. IF YOU ATTENDED A LIVE ETHICS TRAINING SESSION IN PERSON WITHIN THE PAST SIXTY (60) DAYS, AND YOUR NAME IS NOT PRESENT THEN PLEASE ALLOW SIXTY DAYS BEFORE CONTACTING THE BOARD REGARDING YOUR ATTENDANCE AS THESE RECORDS ARE CONSTANTLY BEING MERGED AND UPDATED).