

ETHICS TRAINING AB 1234

Government Code sections 53234 et seq. (commonly referred to as AB 1234) requires specified local officials receive two hours of ethics training every two years. Under the Government Code, each specified local official must receive two hours of ethics training no later than one year from the first day of service with the County. Thereafter, each specified local official must receive two hours of ethics training at least once every two years. The requirement applies to all local officials, including elected officials and members of boards, committees, and commissions, who may receive compensation for their service to the County or may be reimbursed for their expenses. The training must cover both ethics laws and ethics principles. As a local official, you must comply with the ethics training requirement.

The following options comply with the ethics training requirement:

- **Free online ethics training.** To help local officials meet their local ethics training requirements, the Institute for Local Government and the Fair Political Practices Commission developed a free online ethics training course. The free online training is available at <http://localethics.fppc.ca.gov/ab1234/>. Please make sure you print a copy of the certificate at completion of the online session as you are required to file the original signed certificate with the Clerk of the Board of Supervisors.
- **Self-study materials** are also available at <http://www.ca-ilg.org/post/institutes-self-study-program-and-fppc-online-alternative>. The materials require that you read two articles on public service ethics laws and principles, take two self-assessment tests (one for each article), and then submit the tests to the Institute for Local Government with the processing fees. The Institute will review your test and provide you the correct answers to the questions and a proof of participation certificate. The Institute also offers advanced self-study courses if you have previously completed the basic ethics training self-study courses.

Once you receive your proof of participation certificate in a required ethics training, please email a copy of the signed certificate to cob@rivco.org or mail the signed certificate to the Clerk of the Board of Supervisors, P. O. Box 1147, Riverside, CA 92502-1147. The Clerk of the Board will retain the certificates for at least five years.

Please be aware that as with all ethics laws, Government Code sections 53234 et seq. creates a minimum requirement for ethics education—not a maximum. We encourage you to take advantage of additional training in ethics-related topics and document those efforts as well.