

IMPORTANT NOTIFICATION – ACTION REQUIRED BY MARCH 1, 2012

All BRCC Employees – Full-time, Part-time, Faculty including Adjunct Instructors, Staff, All classifications, Paid and Unpaid

Effective January 1, 2012, a new state law, R.S 42:1170, requires that every public servant receive a minimum of one hour of education and training on the Code of Governmental Ethics during each year of employment. This means that every BRCC employee, full or part-time, in any classification, paid or unpaid, must complete an on-line ethics training program. The Human Resources Department is required to confirm that the training has been completed and to maintain the records of the completed the program.

This training is completed through the Ethics Board on-line training course. You will receive a certificate at the end of the training course (click to download) on the web site, that HR must receive. As soon as you've completed the training, send the certificate to Human Resources: Attention - Sycondria Wilson, not-later-than March 1, 2012.

To take the on-line training:

- Go to the website (<http://www.ethics.state.la.us/SeminarRegistration/>) and sign in as a first time user
- Once you get in you want to take the training titled “2012 Code of Ethics Training for Public Servants”
- The program is in three sections, can be completed a section at a time, and takes approximately one hour total to complete
- You must have either a BRCC or personal email account

The certificate that you receive at the end of your online training is what HR will use to track everyone’s completion.

If you have any questions please contact Larry Reeher at 216-8601