Online Ethics Training (AB1234) Instructions

- The online Ethics Training (AB1234) is intended to satisfy the two-hour training requirement.

- Since the law requires a fixed amount of training, the program includes a time tracking component that will report your total time spent on the training.

- The time is tracked cumulatively - every "next" or "back" click will result in time being added to the visitor's accrued time.

- If complete the course without achieving the 2 hour minimum requirement, you can complete a supplemental section to make up the time.

- You can save your work and access the course at a later time to complete the remaining portion.

Pacing Yourself to Meet the Minimum Two Hour Course Completion Requirement

The online AB1234 course is comprised of seven sections, which include case studies and quizzes.

To receive credit for this course, it must take you a minimum of two hours to complete. The following is an outline of each section to help you pace yourself. If you finish under two hours, you have an opportunity to access a supplemental section that may help you reach the two hour minimum requirement.

Lesson #	Number of Slides	% Completed
1	16	16
2	9	22
3	42	48
4	35	70
5	29	88
6	16	98
7	4	100

Prevent the Course from Timing Out

- If you accidentally leave the browser open on a certain page in the training, the maximum time allotted will be only four minutes.

- If you spend more than 4 minutes on a particular screen, the system will time you out.

- If you are timed out, you can log back in to resume the course from the slide you were on prior to the system timing you out.

This is a self-service program.

IT IS YOUR OBLIGATION TO PRINT A CERTIFICATE OF COMPLETION.

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Note: the certificate will include the amount of time you spent reviewing this online course, so there is no benefit to hurrying through the material. For your effort to satisfy the training requirement, your certificate must reflect you spent two hours or more reviewing the materials in this online course.

CERTIFICATE OF COMPLETION

- When you have completed this course, you will receive a proof of participation certificate.

- The certificate at the end of the course is an Adobe Acrobat (PDF) document. You can type in your name in the "Print Name" line as well as the "Agency Name" line. You will need the Adobe Acrobat Reader installed on your computer to open and view this certificate.

- **Once you print the certificate, sign it, make a copy for your own records, and scan and email it to Form700@saccounty.net or interoffice mail a hard copy to Clarice Thomas at interoffice mail code: 08-2450.**

- You have up until 6 months from your course completion date to print a certificate.

- You may also want to note two years from this date on your calendar as the date by which you will need to update your knowledge on public service ethics and take either this course or another if you are still in public service.

- The extent to which you have complied with the mandatory ethics education requirements is a matter of public record.

ACCESS THE ONLINE COURSE

To access the online Ethics Training course, log on to the Fair Political Practices Commission online course webpage at:

http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html

- Scroll to the box at the bottom of the page and click on the "Local Officials Ethics Training Course"
- Create an account and begin the course.
- After completing the course, print a certificate.

You can access the Fair Political Practices Commission homepage at: http://www.fppc.ca.gov/