



STATE OF ALABAMA ETHICS COMMISSION



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James L. Sumner, Jr.
Director

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**TO: All Public Officials and Public Employees who are required
to file a Statement of Economic Interests Form**

Required Ethics Training for Public Officials and Public Employees Who File Statement of Economic Interests Forms - PLEASE READ CAREFULLY

Under new legislation that was passed during the 2010 Special Session, all public employees who are required to file a Statement of Economic Interests (SEI) form must be trained on the Ethics Law by **April 30, 2011**. The new provision states:

"All public employees required to file the Statement of Economic Interests required by Section 36-25-14, Code of Alabama 1975, no later than 120 days after the effective date of this act, shall participate in an online educational review of the Alabama Ethics Law provided on the official website of the commission. Employees hired after January 1, 2011, shall have 90 days to comply with this subsection. Evidence of completion of the educational review shall be provided to the commission via an electronic reporting system provided on the official website."

Although the code requires "an online educational review," we realize this may not be conducive to your situation; therefore, the training may be obtained two ways:

Option 1

Employees can access the training through our website at www.ethics.alabama.gov and watch the 55 minute training video. Upon completion, each employee will be allowed to print out a Certificate of Completion with their name, agency, and it will be date/time stamped automatically. The employee should provide a copy of this certificate to their Personnel Division to file for verification for the Examiners' of Public Accounts. The Ethics Commission will be notified electronically that their training has been completed.

Option 2

You may request an Ethics Training DVD by sending a written request to:

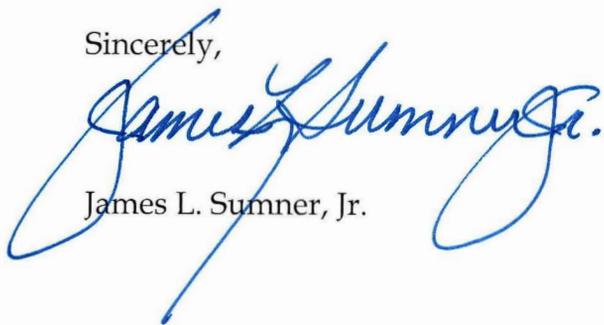
Barbi Lee, Chief
Finance & Administrative Division
P. O. Box 4840
Montgomery, AL 36103-4840

This DVD is 55 minutes in length. If you choose to provide training to your employees using the DVD, **you are required to certify a list with each employee's name and date of completion to Barbi Lee at the address above.**

PLEASE NOTE: A separate letter will be coming to you in the next few days regarding the process to submit your listing of employees who must file a Statement of Economic Interests form.

We appreciate your assistance in complying with this new requirement of the Ethics Law. If you have any questions or problems, please contact our office at 334.242.2997.

Sincerely,

A handwritten signature in blue ink that reads "James L. Sumner, Jr." with a large, stylized flourish extending from the end of the signature.

James L. Sumner, Jr.