

# Mandatory Ethics Training

City and state laws require all City officials, commissioners, and designated consultants to complete two hours of ethics training when they assume a designated filing position, and every two years after that. The Ethics Commission's online ethics training satisfies this requirement.

The "*Ethics and Open Government Training*" is divided into three sections, each of which contains a quiz at the end. You may take all sections at once or in multiple sittings.

The training is accessed through the Personnel Department's [Online Training Academy](#). Directions for logging in are provided below. For any *technical assistance*, including help with logging in, please refer to the [instructions](#) or contact the academy administrators at [pertraining@lacity.org](mailto:pertraining@lacity.org).

If you have questions about the *content* covered in the training, or need additional accommodation to complete it, please contact the Ethics Commission at (213) 978-1960 or [ethics.training@lacity.org](mailto:ethics.training@lacity.org).

If you are an attorney licensed in the State of California, you may receive MCLE credit for completing the training. Details are provided below.

Thank you for your commitment to accountable City government!

## Logging In and Accessing Training:

Log in with your employee ID number or, if you do not have an employee ID number, your email address. If you have not already created a training academy account, the initial password is "Password1".

Once logged in, you may type in "Ethics and Open Government Training" into the search box at the top right hand corner of the homepage. Once you have selected the training, click "Request" to make the training available to you. The training will then appear under your "Action Items" in the homepage and you can begin taking it accordingly.

## MCLE Credit:

The ethics training counts as two hours of general participatory MCLE credit. To receive credit, submit your certificate of completion and an [MCLE request form](#) to the office of the City Attorney, at the address provided on the form. Your certificate of completion will be available from the training academy once you have completed the training: 1) on the home page, select "Transcript"; 2) use the drop-down menu to select "Completed" trainings; 3) select "View Certificate" from the drop-down menu next to the blue "View Completion Page" button.