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ONE HUNDRED TWELFTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

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### MEMORANDUM FOR ALL MEMBERS, COMMITTEES, AND EMPLOYEES

**FROM:** Committee on Ethics *JB*  
Jo Bonner, Chairman  
Linda T. Sánchez, Ranking Member *LS*

**SUBJECT:** Ethics Training Dates for New Employees

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The Committee on Ethics is required to provide annual ethics training to each officer and employee of the House. All new employees must complete an initial training session *within 60 days of commencing House employment.*

#### Who is a “new” employee?

Any staffer who began House employment for the first time after January 1, 2011, is a new employee. In addition, any former House employee who returns to House employment after a gap of more than 90 consecutive calendar days is considered to be a new employee for training purposes. Interns paid by the House for more than 60 days also must comply with this requirement. Unpaid interns, detailees, and fellows are not required, but are encouraged, to take new employee training.

#### What training is required?

New employees who work in Capitol Hill offices must attend a *live* ethics training briefing offered by the Ethics Committee. New employees who work in offices outside of Washington, D.C., may watch the *online* training for new district staff, rather than attending a live training session. The online training for district office employees is available through the HouseConnect Web site at <http://houseconnect.house.gov>. New district office employees will *not* receive credit for attending or watching any training sessions other than training sessions specifically designated for “New Employees” or “New District Staff.” New employees in Capitol Hill offices will not receive credit for completing online, rather than live, training.

### When can I attend a live training session?

The Ethics Committee will be conducting the following live ethics training sessions for new employees. Each session will last approximately one hour.

Date	Time	Location
Tuesday, June 7	10:30 a.m.	HVC-215
Thursday, June 30	2:30 p.m.	HVC-215
Tuesday, July 19	10:30 a.m.	HVC-215
Tuesday, August 9	10:30 a.m.	HVC-215
Thursday, August 25	10:30 a.m.	HVC-215

Dates of future live training sessions will be posted on the Committee's Web site, <http://ethics.house.gov>.

### You must preregister online

**Online preregistration is required for all ethics training.** All employees must preregister online by entering their active directory (AD) username and password into the appropriate system for either the *live* or *online* ethics training. The AD username and password are the same username and password that employees use to access their desktop computers.

**For live ethics training:** Employees must preregister at <http://registerme.house.gov/> and they must also sign the attendance form prior to the start of the training. Even if employees preregister, they must sign-in and attend the full hour to fulfill their ethics training requirement. Any late arrivals who miss the sign-in period will not receive credit. After their attendance, employees will receive email confirmation that they have completed their required annual ethics training.

**For online ethics training:** Employees must preregister at HouseConnect: <http://houseconnect.house.gov>. Employees must complete the entire online training program to receive credit. After completing an online training program, the system will automatically log the employee as "complete." This information is automatically transmitted to the Committee. Thus, once the system labels an employee as "complete," the employee has satisfied the annual training requirement. Employees will be able to check their own record in HouseConnect at any time to verify completion of their annual ethics training requirement.

### Where can I go with questions?

If you have any questions regarding training requirements, please call the Ethics Committee at 5-7103 or stop by the Committee office in 1015 Longworth.