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ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

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MEMORANDUM FOR ALL MEMBERS OF THE HOUSE OF REPRESENTATIVES

FROM: Committee on Ethics
Theodore E. Deutch, Chairman
Kenny Marchant, Ranking Member

SUBJECT: Webinar Ethics Training for New Employees and Paid Interns

The purpose of this memorandum is to announce that the Committee will conduct ethics training webinars for new employees and interns paid by the House that do not have access to a House computer.

All new employees must complete ethics training within 60 days of beginning House employment. A “new” House employee for purposes of the 2020 training requirement is an individual who first began employment with the House on or after January 3, 2020. 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. Interns paid by the House for more than 60 days also must comply with this requirement.¹

New employees or paid interns interested in completing the webinar, please email the Committee at ethics.training@mail.house.gov to receive the link and password. Each webinar session will be limited to 30 participants. After completing the webinar, employees will receive a certificate of completion via email.

The list of upcoming webinars is listed below and also available on the Ethics Committee website: <https://ethics.house.gov>. All staff scheduled training sessions – whether for new, existing, or senior staff – will be listed on the Committee calendar on an ongoing basis.

¹ Detailees, fellows, unpaid interns, and any individuals who are employed by the House and paid for fewer than 60 days are not required to attend ethics training in 2020. The Ethics Committee nonetheless encourages these individuals to complete ethics training, so they become familiar with the House ethics rules while working in a House office or for a House committee.

Name of Training	Date and Time
New Employee Ethics Webinar	May 1, 2020 at 11:00 AM
New Employee Ethics Webinar	May 21, 2020 at 1:00 PM
New Employee Ethics Webinar	June 8, 2020 at 11:00 AM

If you have any questions regarding this guidance, please feel free to contact the Committee's Office of Advice and Education at ethics.training@mail.house.gov.