

U.S. House of Representatives

COMMITTEE ON ETHICS
Washington, DC 20515

January 25, 2011

MEMORANDUM FOR ALL MEMBERS, COMMITTEES, AND EMPLOYEES

FROM: Committee on Ethics
Jo Bonner, Chairman
Zoe Lofgren, Ranking Member



SUBJECT: New Employee Mandatory Ethics Training within 60 Days

The Committee on Ethics (formerly the Committee on Standards of Official Conduct) 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*. The Committee encourages all new employees who have not yet completed their new employee ethics training requirement to complete the required training soon.

Who is a “new” employee?

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 (unpaid interns are not required to take the training).

New employees who *work in the Capitol Hill offices* must attend a *live* ethics training briefing. New employees who are *district staff* may watch the *online* training for new district staff. New 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.”

When can I attend a live training session?

The next New Employee Training sessions are scheduled for *January 26 and February 1, 2011, at 10:00 a.m.* in the CVC Auditorium. Dates and times for additional sessions will be posted and updated 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. The online registration process will allow employees to receive an electronic confirmation that they have completed their annual ethics training requirement, for their own records.

For live ethics training: Employees must preregister at <http://registerme.house.gov/> and they must sign-in on 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.

The calendar of upcoming live training sessions for 2011 is available on the Ethics Committee's Web site, <http://ethics.house.gov>.

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 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 Committee at 5-7103 or stop by the Committee office in 1015 Longworth.