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*Ranking Member*

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Susan Wild, Pennsylvania  
Dean Phillips, Minnesota  
Anthony Brown, Maryland

George Holding, North Carolina  
Jackie Walorski, Indiana  
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Christopher A. Doneso  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

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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: Reminder about Annual Ethics Training Requirements for 2020

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This memorandum is a reminder to all offices about ethics training requirements. The Committee on Ethics is required to provide annual ethics training to each Member, Delegate, Resident Commissioner, officer, and employee of the House.<sup>1</sup> The Committee offers ethics training both through online video courses and in-person training sessions. For the 116th Congress to date, the Committee has held 70 in-person ethics training sessions and provided in-person ethics training to more than 3,400 Members<sup>2</sup>, officers, and employees.

New House Members and employees must complete a specifically designated ethics training session within 60 days of joining the House.<sup>3</sup> Existing House Members, officers, and employees are required to take one hour of general ethics training each calendar year. In addition, the Committee requires all senior staff<sup>4</sup> – whether new or existing employees – to complete an additional hour of specialized training at least once per Congress.

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<sup>1</sup> House Rule 11, clause 3(a)(6)(A). The Committee defines an “officer or employee” as an individual appointed to a position of employment in the U.S. House of Representatives by an authorized employing authority who is receiving a salary disbursed by the Chief Administrative Officer or is on a leave without pay or furlough status. This definition includes fellows and interns paid by the House.

<sup>2</sup> For all purposes in this memorandum, “Member” is defined to include any current Member, Delegate, or Resident Commissioner of the House of Representatives.

<sup>3</sup> House Rule 11, clause 3(a)(6)(B)(i).

<sup>4</sup> “Senior staff” for training purposes are employees who are paid at the “senior staff annual salary rate” for at least 60 days in either (or both) calendar years of a Congress. For 2020, the senior staff annual salary rate is \$131,239, or a monthly pay rate at or above \$10,936. Please note that the senior staff annual salary rate is subject to change in 2021.

By January 31 of each year, all House Members and employees must certify to the Ethics Committee that they have completed ethics training during the preceding calendar year.<sup>5</sup> Employees who pre-registered for and signed the attendance sheet at a live training *or* fully completed one of the online training options available through the Congressional Staff Academy will have made their necessary certification to the Committee. The following are the ethics training requirements for 2020 for Members, officers, and employees of the House, as well as the details of how to complete the registration and/or certification process for both live and online ethics training programs.

## **2020 ETHICS TRAINING REQUIREMENTS**

### **Members**

New House Members must complete a training session specifically designated for new Members within 60 days of joining the House. A “new” Member for the purposes of the 2020 training requirement is an individual who was *first* sworn in on or after January 3, 2020. Before each Congress, the Committee on Ethics provides ethics training for incoming new Members at the New Member Orientation organized by the Committee on House Administration. The Committee on Ethics also provides this training for new Members elected through a special election within the new Members’ first 60 days.

Existing Members must complete one hour of training by **December 31, 2020**. Please have a staff member contact the Committee for a password to complete online ethics training.

The Committee records Members who have completed ethics training. Members may have their staff email the Committee at [ethics.training@mail.house.gov](mailto:ethics.training@mail.house.gov) to request confirmation that they have completed the required ethics training.

### **“New” House Employees**

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. Fellows and interns paid by the House for more than 60 days also must comply with this requirement.<sup>6</sup>

On March 11, 2020, the Committee waived the **live** training requirement for new employees who work in Capitol Hill offices until further notice. New employees who work in Capitol Hill offices may watch the “116<sup>th</sup> Congress: 2020 District New Employee Ethics Training”

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<sup>5</sup> House Rule 11, clause 3(a)(6)(B)(ii).

<sup>6</sup> Detailees, fellows not paid by the House, 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.

video online through the Congressional Staff Academy website at [HouseNet.house.gov/StaffAcademy](http://HouseNet.house.gov/StaffAcademy). No other video satisfies the training requirement for new employees.

### **Existing House Employees**

“Existing” (*i.e.*, not new) House employees must complete one hour of training before the end of the calendar year. For 2020, this means all existing House employees must complete one hour of training by **December 31, 2020**. **There are no extensions to this deadline, for any reason.** In addition, employees who are senior staff may have an additional hour of training to complete, as explained more fully in the next section. Employees are responsible for determining whether they are considered senior staff.

As a general matter, existing employees will fulfill their general ethics training requirement by completing an online session designated for general ethics training through the Congressional Staff Academy website.

### **Senior Staff Training**

All employees who are “senior staff”<sup>7</sup> are required to take an additional hour of training at least once per Congress on issues primarily of concern to senior staff or supervisors. For the 116th Congress, this means all senior staff must complete one hour of training by **January 3, 2021**. This “senior staff” hour is required *in addition to* the one hour of general ethics training all officers and staff are required to complete annually. Senior staff employees may fulfill the requirement for an additional hour by completing an online senior staff training session through the Congressional Staff Academy website or having attended a live training session.

Briefings that satisfy the senior staff training requirement include general sessions on issues of concern to senior staff, sessions on completing financial disclosure (FD) statements or Periodic Transaction Reports (PTRs), or sessions on the post-employment restrictions. However, employees may *not* complete more than one hour of senior staff training in lieu of completing their annual general ethics training requirement.

## **ONLINE REGISTRATION & CERTIFICATION PROCESS**

### **Members**

Members may have their staff email the Committee at [ethics.training@mail.house.gov](mailto:ethics.training@mail.house.gov) for a password to complete online ethics training and/or to request confirmation that they have completed the required ethics training.

### **Employees**

Employees who pre-registered for and signed the attendance sheet at a live training will have made their necessary certification to the Committee that they have completed the required ethics training.

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<sup>7</sup> See *supra* note 3.

Employees can complete ethics training online by accessing the training through the Congressional Staff Academy website: <https://house.csod.com/samldefault.aspx>. Ethics training can be found under the “annual training” tab. Employees must complete the entire online training program to receive credit and use a House computer to access the Congressional Staff Academy website to complete the training online. Employees who do not have access to a House computer or do not have a House email account should email the Ethics Committee at [ethics.training@mail.house.gov](mailto:ethics.training@mail.house.gov) to make alternate arrangements for completing their training.

After completing an online training program, the system will automatically log the employee as “complete.” This information is automatically transmitted to the Ethics Committee. Thus, once the system labels an employee as “complete,” the employee has satisfied the annual training and certification requirement. Employees will be able to check their Congressional Staff Academy transcript at any time to verify the completion of their own annual ethics training requirement.

Each House employee is responsible for completing their ethics training requirement and certifying completion. Employees can view past training history on the Congressional Staff Academy website under the “learning” tab and by clicking “view my transcript.”

A chief of staff (or staff director or other supervisors) can confirm employee ethics training completion by requesting each staff person to provide either the email they received after attending an in-person training or a print out their Training Completion Certificate from the Congressional Staff Academy website: <https://house.csod.com/samldefault.aspx>.

### **FAILURE TO COMPLY WITH THE TRAINING REQUIREMENTS**

Failure to satisfy the annual training requirement is a violation of House rules<sup>8</sup> and may result in any of the specified disciplinary sanctions for House Members and employees, including the publication of noncompliant House Members and employees’ names, additional ethics training, or other actions the Committee deems appropriate. 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](mailto:ethics.training@mail.house.gov).

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<sup>8</sup> See House Rule 11, clause 3(a)(6)(B)(ii).