



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

October 7, 2022

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Ethics
Susan Wild, Acting Chairwoman
Michael Guest, Acting Ranking Member

SUBJECT: Upcoming Live Ethics Training Session

This memorandum is a reminder to all offices about ethics training requirements and provides information about an upcoming live ethics training session. The Committee on Ethics is required to provide annual ethics training to each Member, Delegate, Resident Commissioner, officer, and employee of the House.^[1] The training requirement may be satisfied by attending a live training session, completing a training session through the Congressional Staff Academy, or by completing the Member Annual Ethics Training. By January 31 of each year, all House Members and employees must certify to the Committee that they have completed ethics training during the preceding calendar year.^[2] Employees who fully completed one of the online training options available through the Congressional Staff Academy or attend a live training session will have made their necessary certification to the Committee.

The Committee is pleased to announce an upcoming date for live training that will satisfy the ethics training requirement for new employees and existing employees. If you would like to attend, we recommend pre-registration as seating is limited. You may pre-register by clicking on the link provided in the “Location” section.

UPCOMING LIVE TRAINING SESSION

2022 House Ethics Training		
Date	Time	Location
Tuesday, October 18	10:00am-11:00am EDT	HVC 201

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

^[1] 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. For all purposes in this memorandum, “Member” is defined to include any current Member, Delegate, or Resident Commissioner of the House of Representatives.

^[2] House Rule 11, clause 3(a)(6)(B)(ii).