Certified Ethics Trainer (CET)

State agency ethics liaisons (SAEL) designated pursuant to R.S. 42:1170(C)(3) who are in compliance with the mandate for two hours of annual training are certified trainers and are not required to comply with §2405.

Pursuant to §2405, anyone else wishing to attain CET status in the state of Louisiana must:

- Receive four hours of Ethics training through
  - attendance at multiple live ethics training seminars.*
  - a combination of live ethics training seminars and one ethics online training course.
- Register as a potential CET via the trainer portal.
- Submit an application (Form 2405 on the trainer portal).
- Not have been found to be in violation of any law within Louisiana’s Code of Governmental Ethics. (See Third Party Ethics Training rules for exceptions.)
- Not be an attorney currently representing a client in connection with an Ethics matter (other than an advisory opinion).

Pursuant to §2405, CET must additionally take two hours of ethics training annually within the first 90 days of each calendar year in order to maintain certified trainer status.

Pursuant to §2405, only upon approval by the ethics administrator or his designee will an applicant become a CET.

Pursuant to §2407, training and education materials must be approved by the Ethics Administration. Established Ethics Administration training materials will be available to approved CETs via the trainer portal.

Pursuant to §2409, additional material must be submitted:

- For approval via the trainer portal as part of Form 2409.
- 60 days in advance of a scheduled training date.

Pursuant to §2411, a CET must notify the Ethics Administration to have each scheduled training approved via Form 2411:

- 15 days prior to a scheduled training with preapproved training materials; or
- 60 days prior to a scheduled training with materials that have not yet been approved.
Pursuant to §2413, each training program must:

- Be a minimum of one hour.
- Not contain graded test materials.
- Include the disclaimer statement found in §2413(F)(1).
- Include evaluation questionnaires available via training portal.

Pursuant to §2415, for each scheduled training, CETs must:

- Have each public servant complete an ethics training attendance form.
- Ensure the forms include attendee’s name, date of birth, agency, signature, course number, and the statement in accordance with §2415(C)(1).
- Retain attendance forms for no less than four years.
- Submit names of attendees through training portal within 30 days of given training.

NOTE: This summary does not fully state the law. If interpretations of this summary conflict with the provisions of the Third Party Ethics Training Rules, the Rules will control.

*DVD trainings are not live trainings.