State Agency Ethics Liaison (SAEL)

SAEL designated pursuant to R.S. 42:1170(C)(2), must:

- Receive a minimum of two hours of ethics liaison education and training regarding the provisions of the Code of Governmental Ethics annually.
- Register as a potential SAEL via the trainer portal.
- Submit an Ethics Training Liaison Registration form.
- Ensure that each public servant in the agency is notified of the current name and contact information of each liaison and that it is posted and maintained in a convenient and conspicuous manner which makes the information easily accessible to each public servant in the agency.

SAELs designated pursuant to R.S. 42:1170(C)(2) who are in compliance with the mandate for two hours of annual training are certified ethics trainers (CET) and are not required to comply with §2405.

Pursuant to §2407, training and education materials must be approved by the Ethics Administration. Established Ethics Administration training materials will be available to approved SAELs 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 SAEL 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.
- 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.

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

- Only deliver information to the public servants under his agency's supervision or jurisdiction.
- 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.

Pursuant to §2417, for each proctored training, SAELs must:

- Only deliver information, as a proctor, to the public servants under his agency's supervision or jurisdiction.
- Request a recorded presentation from the Board of Ethics.
- Ensure the attendee is present for the entirety of the recorded presentation.
- Include the disclaimer statement found in §2417(E)(1).
- Have each attendee 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 §2417(F)(3).
- Retain attendance forms for no less than four years.
- Submit names of attendees through training portal within 30 days of given training.
- Be present for the entirety of the recorded presentation.

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.