

First Steps for Government Employees to Become Ethics Education Liaisons

Please Note: *If you are a private citizen or a public servant who wishes to become a certified ethics trainer of the Louisiana Board of Ethics, please read the [requirements PDF here](#).*

Ethics liaisons are designated by the heads of their departments, so if you work for the state or for a local government, then the first step in the liaison process is attain departmental approval.

If you are a public employee or an appointed public servant and you have been designated as an ethics liaison or your agency head has asked you to serve as both a certified trainer and a liaison, **you must register with the Board of Ethics Trainer/Liaison System** at the Louisiana Board of Ethics website and also complete a specific training course. (ethics.la.gov).

If you do not know the state requirements you must meet to be either a state agency ethics liaison (SAEL) or a political subdivision ethics liaison (PSEL), you will find links to the PDFs with requirements for each role on the login page of the training portal.

Here is a list of steps to guide you through the **first part** of the application process:

1. Go to the login page for the Board of Ethics training portal and click "Create a New User Profile." <https://eap.ethics.la.gov/TrainerLiaison/default.aspx>.
2. Login to the portal and click the first link on the left, which says, "Create a new training report /registration." That link will take you to the Reports/Forms Selection page. Select the **LiaisonReg form**.
3. Click and fill out the LiaisonReg form. It is an active/fillable PDF form. (Certified ethics trainer applicants should fill out Form 2405.)*
4. After you complete the Liaison Registration form, print it and have the head of your department sign it. Then send the completed, *signed* form to the Board of Ethics. **You will not be approved as a liaison without following this step.**
5. If you need approval immediately and have taken the required hours of ethics training, you may fax a copy of the form to "Training Specialist." The fax number is 225-381-7271. You may also email a PDF copy to Ethics.Training@LA.gov. You must still mail the original us. If you do not need immediate approval, then you may skip to step 6.
6. Make a copy of the completed and signed form for your own records, and please mail the original to the Board of Ethics. We must have an original on file.

Louisiana Board of Ethics
Training and Development
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Baton Rouge, LA 70821

***Note:** Certified ethics trainer applicants must fill out and submit Form 2405 **through the portal**. Please do not mail Form 2405 to the Board. Also, please wait until you have received four hours of Ethics credit as detailed on the CET Requirements sheet before you apply to be a trainer.