

Steps for State and Local Government Employees to Become Ethics Training Liaisons or Certified Ethics Trainers

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

All applicants who wish to be ethics liaisons and/or certified ethics trainers (CETs) must register with the online system for the Board of Ethics via the **[Ethics Liaison/Trainer Portal](#)**.

Ethics liaisons are designated by the heads of their departments, so if you work for the state or for a political subdivision of 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 a certified trainer or both, **you must register with the Board of Ethics Trainer/Liaison System** at the Louisiana Board of Ethics website (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 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. The fourth form listed is 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 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. 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.

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*Note: Certified ethics trainer applicants only need to fill out and submit Form 2405, and complete training.