

First Steps for Government Employees to Become Ethics Education Liaisons and Agents

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](#).

If you are a public employee or an appointed public servant and your agency head has designated you as an ethics agent or liaison (proctor), **you must register with the Board of Ethics Trainer/Liaison System** at the Louisiana Board of Ethics website *and submit the Ethics Agent/Liaison form*. Liaisons must also complete the Ethics Liaison training course.

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 Trainer/Liaison 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. If you are an agent only, check the "Agent" box and "check "No" at the bottom of the form. *Agents do not proctor video trainings or attend the Ethics Liaison Seminar. **Only local government employees may be agents.*** (Certified ethics trainer applicants should fill out Form 2405.)*
4. If you are a liaison, then please have the head of your department sign your registration form after you have completed liaison training. Send the completed, *signed* form to the Board of Ethics. **You will not be approved as a liaison without following this step.** If you are an agent only, do not take training. Simply mail the form once the agency head has signed it.
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. Mail the original to the Board of Ethics. 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
P.O. Box 4368
Baton Rouge, LA 70821

*Note: Certified ethics trainer applicants must fill out and **submit Form 2405 through the portal and take two additional hours of Ethics training**. 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 for trainer status.