



NORTH ANDOVER PUBLIC SCHOOLS

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CONFLICT OF INTEREST ONLINE ETHICS TRAINING & EXAM

All school and municipal employees across the state are required to take an online ethics training and exam **once every two years**. Please allow time as it contains approximately 80 pages and could take up to about 45-minutes to complete.

Upon completion, you must save the certificate of completion as a PDF and upload it to the Town of North Andover portal. Do not send hard copies to your school office, to HR or to Town Hall.

The web link to the training and to where you upload your certificate is below.

<https://www.northandoverma.gov/ethics-and-conflict-interest-portal>

In addition to the online training, once a year, all employees must acknowledge receipt of the summary of the conflict of interest law. This will be included in all new hire employment packages, and will be shared with each district employee at the beginning of each school year through the mandatory training modules.

Failure to comply will constitute a violation of state law, which may subject any non-complying employee to enforcement action, such as penalties or fines imposed by the Ethics Commission.