

**Ouachita Parish School Board**

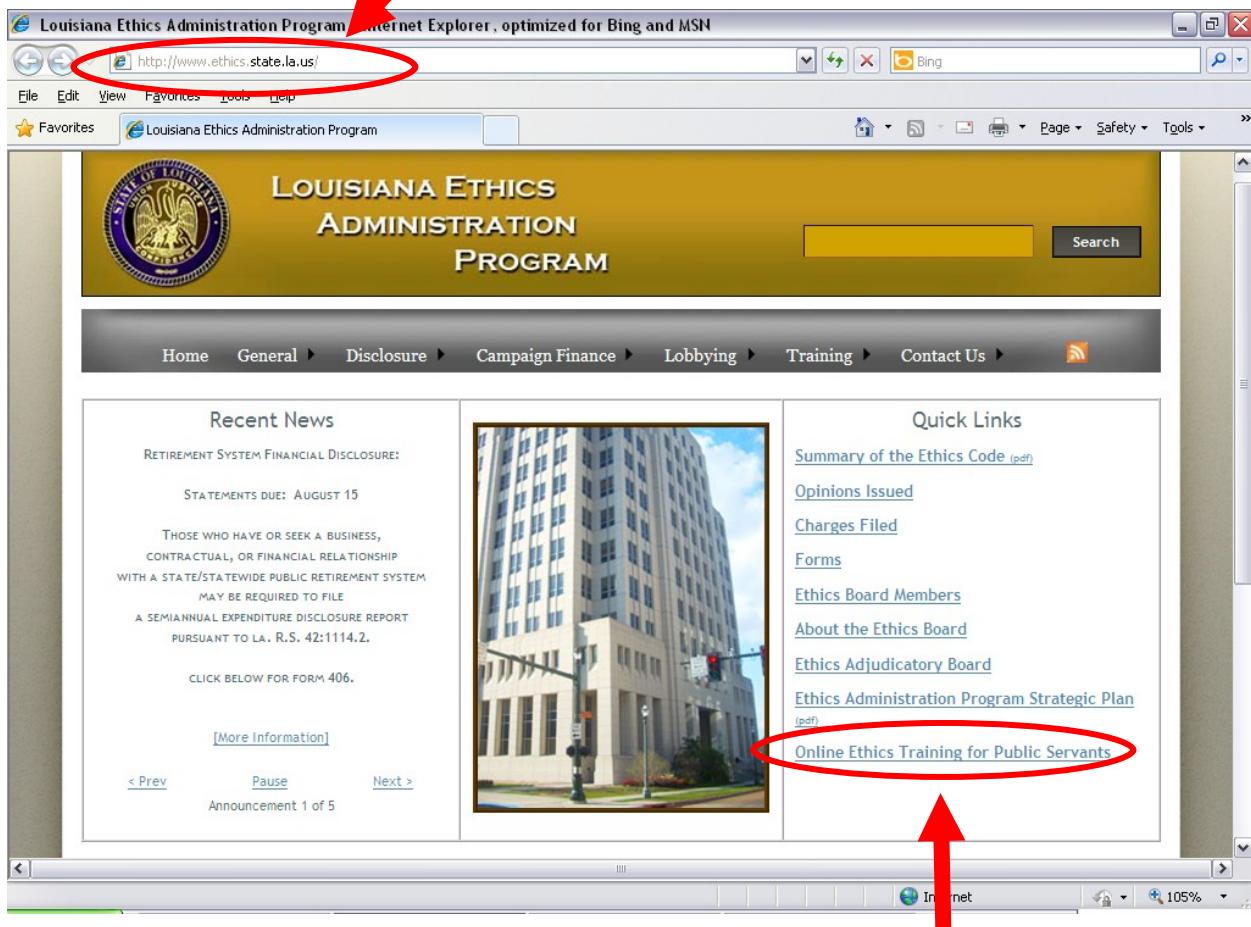
# **ETHICS TRAINING**

**Instructions for  
Online Completion  
Mandatory 1 hour/year**

*The Louisiana Ethics Administration provides means for anyone needing Ethics training to complete the 1-hour process online. The interactive seminars are broken into 20-minute sessions and can be completed at the participants convenience. Instructions for registering and participating in the sessions are described in this handout.*

Enter the web address into your browser:

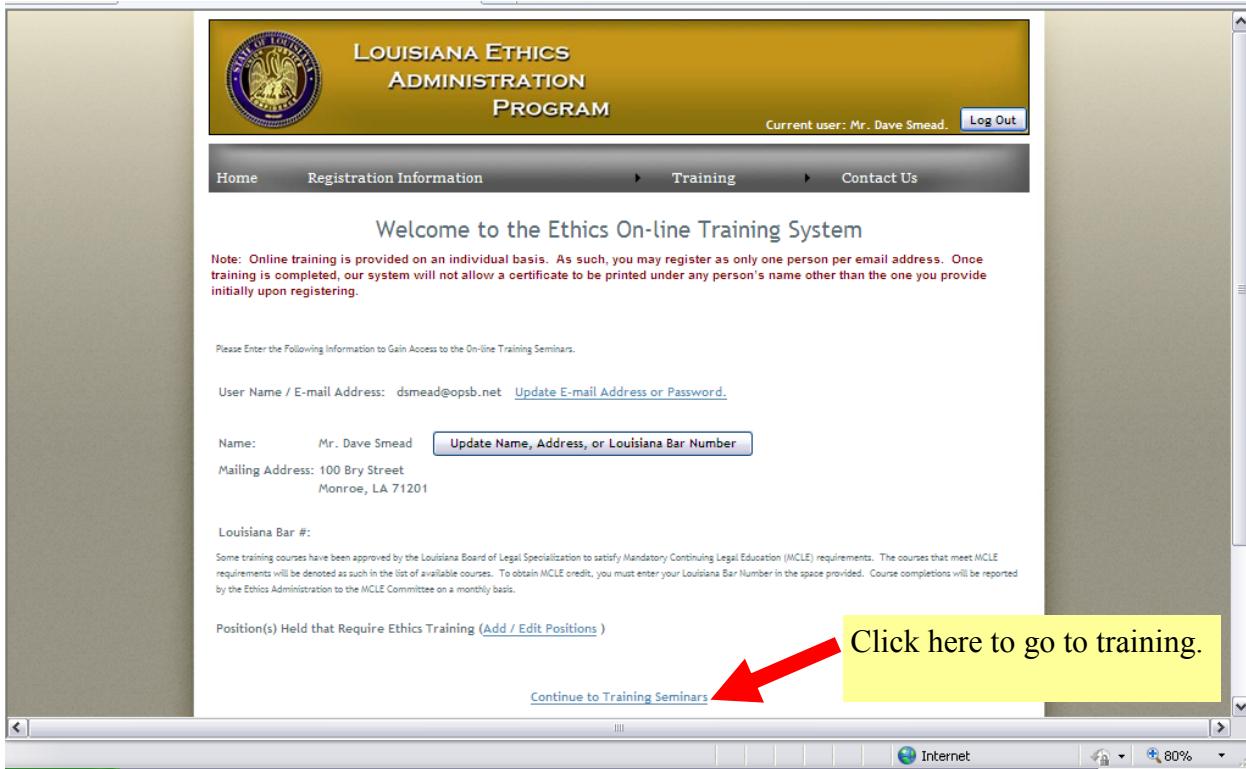
www.ethics.state.la.us



In the Quick Links area, CLICK on Online Ethics Training for Public Servants.

Remember: The 20-minute sessions cannot be broken down further. If you do not complete the 20-minute session at one sitting, you will be taken back to the beginning when you log back in.

You can either sign in using your existing Username and Password or Register as a new user. If you have an existing account, skip to the bottom of the next page. If you cannot remember your log-in, use the Forgot Password link to reset your log-in. To register, CLICK Register (New User). Complete the form. Remember to make a note of your username and password because you will need it to log back in each year.



LOUISIANA ETHICS  
ADMINISTRATION  
PROGRAM

Current user: Mr. Dave Smead. [Log Out](#)

Home Registration Information Training Contact Us

Welcome to the Ethics On-line Training System

Note: Online training is provided on an individual basis. As such, you may register as only one person per email address. Once training is completed, our system will not allow a certificate to be printed under any person's name other than the one you provide initially upon registering.

Please Enter the Following Information to Gain Access to the On-line Training Seminars.

User Name / E-mail Address: dsmead@opsb.net [Update E-mail Address or Password](#).

Name: Mr. Dave Smead [Update Name, Address, or Louisiana Bar Number](#)

Mailing Address: 100 Bry Street  
Monroe, LA 71201

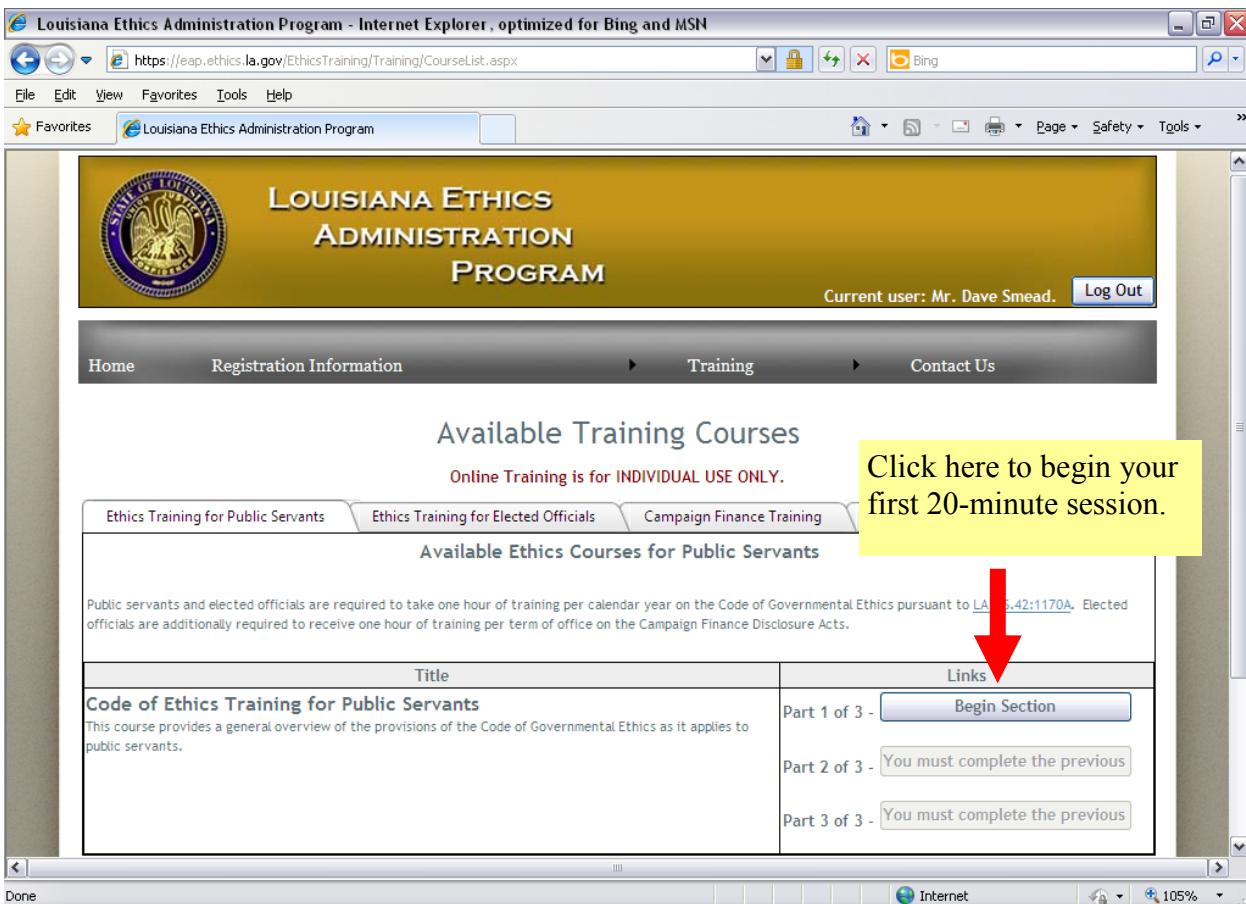
Louisiana Bar #:

Some training courses have been approved by the Louisiana Board of Legal Specialization to satisfy Mandatory Continuing Legal Education (MCLE) requirements. The courses that meet MCLE requirements will be denoted as such in the list of available courses. To obtain MCLE credit, you must enter your Louisiana Bar Number in the space provided. Course completions will be reported by the Ethics Administration to the MCLE Committee on a monthly basis.

Position(s) Held that Require Ethics Training ([Add / Edit Positions](#))

[Continue to Training Seminars](#)

Click here to go to training.



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Available Training Courses

Online Training is for INDIVIDUAL USE ONLY.

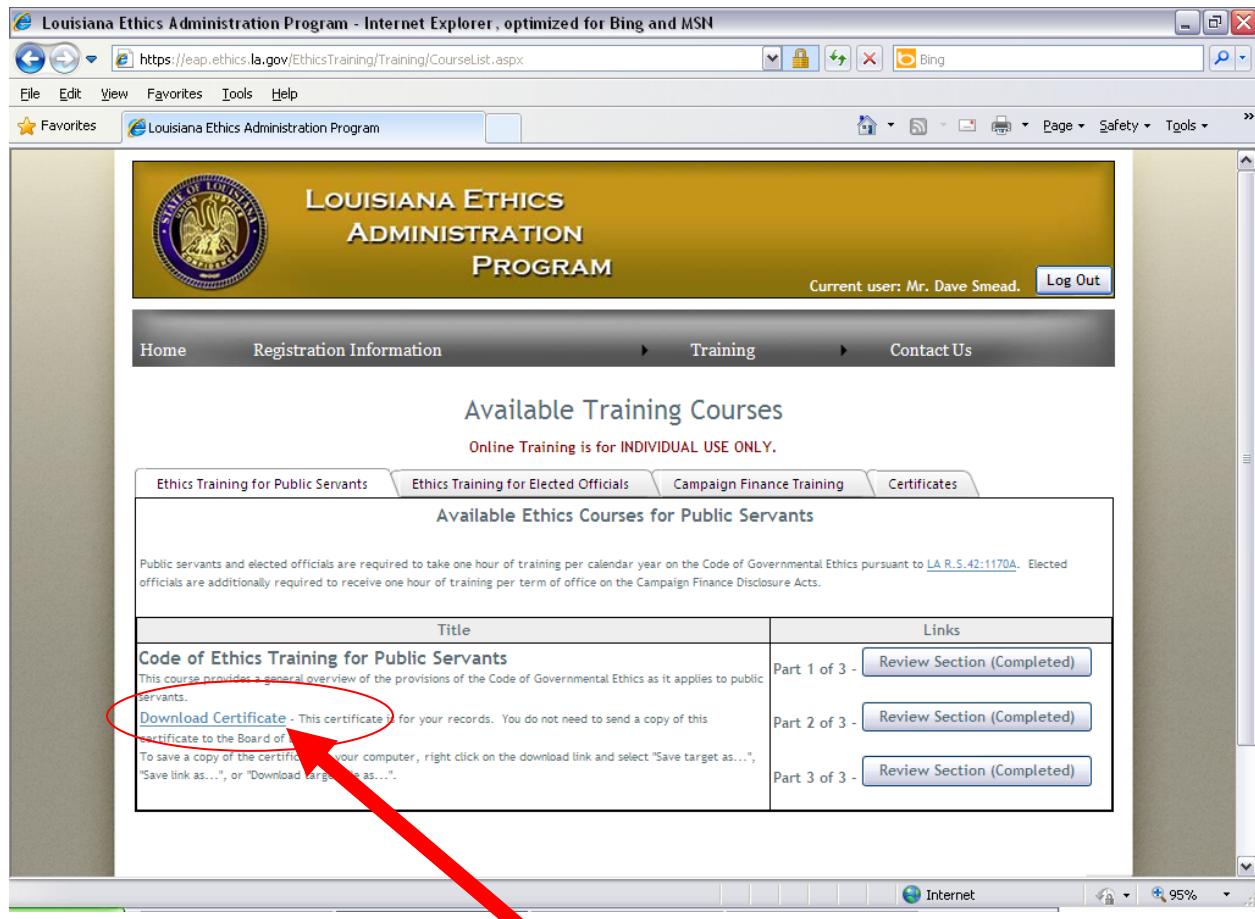
Ethics Training for Public Servants Ethics Training for Elected Officials Campaign Finance Training

Available Ethics Courses for Public Servants

Public servants and elected officials are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to [LA R.S. 42:1170A](#). Elected officials are additionally required to receive one hour of training per term of office on the Campaign Finance Disclosure Acts.

Title	Links
<b>Code of Ethics Training for Public Servants</b> This course provides a general overview of the provisions of the Code of Governmental Ethics as it applies to public servants.	Part 1 of 3 - <a href="#">Begin Section</a> Part 2 of 3 - <a href="#">You must complete the previous</a> Part 3 of 3 - <a href="#">You must complete the previous</a>

Click here to begin your first 20-minute session.



The screenshot shows the Louisiana Ethics Administration Program website. The header includes the state seal of Louisiana and the text 'LOUISIANA ETHICS ADMINISTRATION PROGRAM'. The user is logged in as 'Mr. Dave Smead'. The menu bar has links for Home, Registration Information, Training, and Contact Us. The main content area is titled 'Available Training Courses' and specifies 'Online Training is for INDIVIDUAL USE ONLY.' A navigation bar at the top of this section includes 'Ethics Training for Public Servants', 'Ethics Training for Elected Officials', 'Campaign Finance Training', and 'Certificates'. A sub-section titled 'Available Ethics Courses for Public Servants' lists the 'Code of Ethics Training for Public Servants'. The first course entry shows 'Part 1 of 3 - Review Section (Completed)', 'Part 2 of 3 - Review Section (Completed)', and 'Part 3 of 3 - Review Section (Completed)'. A red arrow points to the 'Download Certificate' link, which is described as providing a general overview of the provisions of the Code of Governmental Ethics as it applies to public servants. It also instructs users to save the certificate to their computer by right-clicking and selecting 'Save target as...', 'Save link as...', or 'Download Target as...'. The status bar at the bottom of the browser window shows '95%'. The URL in the address bar is <https://eap.ethics.la.gov/EthicsTraining/Training/CourseList.aspx>.

Once all three sections are completed, CLICK to Download Certificate showing you have completed the course. Give the certificate to your Principal, Supervisor, or Director to be kept on file for one year, at which time the training will need to be repeated.

**NOTICE: ETHICS TRAINING IS REQUIRED ANNUALLY BY CALENDAR YEAR. FAILURE TO COMPLY WITH ETHICS TRAINING MANDATES CAN RESULT IN FINES UP TO \$10,000.**

*This handout was prepared for employees of the  
Ouachita Parish School System  
to be utilized in order to comply with the annual  
one-hour Ethics training mandate.*

*For questions or information, contact:*

**Kelly Smith, Ethics Liaison  
Administrative Assistant to Chief of Staff**

**krsmith@opsb.net**

**318-432-5225**