



U.S. SENATE SELECT COMMITTEE ON ETHICS

New Senate Personnel – Ethics Training Certification Form

FILE THIS FORM WITH :

Select Committee on Ethics
220 Hart Building
United States Senate
Washington, DC 20510

Name of Designated Ethics Certification Officer _____

Supervising Member/Officer _____

Senate Office _____

Phone Number of Ethics Certification Officer _____

E-Mail Address of Ethics Certification Officer _____

Dates of Certification [Check Box for Months] Jan. – June July – Dec Year: _____

Check this box, if no new personnel began employment during the specified time frame.

As the Ethics Certification Officer (ECO) for the office referenced above, I certify that all personnel beginning employment in the office for the referenced period submitted a signed “Individual Certification of Completion of Ethics Training Requirement Form” certifying that they attended a Senate Code of Official Conduct training session or viewed the training video.

Signature of ECO	Date

Instructions:

- Twice annually, each Senate office must certify that all new personnel have received ethics training within 60 days of beginning Senate service. No later than March 15 (for the period of the preceding July through December) and September 15 (for the period of the preceding January through June), the ECO for each Senate office shall provide this form and copies of all “Individual Certification of Completion of Ethics Training Requirement” forms for that office to the Committee. ECOs must include a list of names of all Members, Officers, and employees who began Senate service during the relevant period, the date each person began Senate service, and the date each person completed the required ethics training.
- *Member personal offices* should designate an ECO for the Washington, D.C. and submit one certification form on behalf of the supervising Senator for all personnel employed by the Member, including state office employees, fellows, and detailees.
- *Committee ECOs* must indicate whether they are certifying for majority, minority or non- designated staff on behalf of the Chairman or Ranking Member.