

Select Committee on Ethics
United States Senate

New Senate Personnel – Ethics Training Certification Form

Name of Designated Ethics Certification Officer _____

Supervising Member/Officer _____

Senate Office _____

Room Number _____

Phone Number of Ethics Certification Officer _____

E-Mail Address of Ethics Certification Officer _____

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

As the Ethics Certification Officer (ECO) for the office specified above, I hereby certify that all personnel beginning employment in the office specified above between July 1 and December 31, 2010, have submitted a signed "Individual Certification of Completion of Ethics Training Requirement Form" certifying that they attended the entire Mandatory Senate Code of Official Conduct training session or viewed the training video, and that, therefore, to my understanding and belief, all such personnel have completed the mandatory ethics training.

Signature of ECO: _____

Date: _____

Instructions:

- No later than March 15, 2011 (for the period of July 1 through December 31, 2010), 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 Select Committee on Ethics. The ECO must include with this form a list of names of all Members, Officers, and employees who began Senate service between July 1 and December 31, 2010, the date each person began his or her Senate service, and the date each person completed ethics training.
- For *Member personal offices* that may have designated an ECO for the Washington, D.C. office as well as ECOs for state offices, only the ECO located in the Washington, D.C. office should complete this form certifying that all personnel employed within all of that Member's personal offices completed the mandatory ethics training requirement. The phrase "all personnel" includes the supervising Member/Officer and all of the personal office staff which he or she supervises (including employees, fellows and detailees).
- *Committee* ECOs must indicate whether they are certifying for just the majority, minority or non-designated staff employed by their respective committee or for all committee staff. Committee Members should file their "Individual Certification of Completion of Ethics Training Requirement" form with their personal office ECO.

Please file form with:
Select Committee on Ethics
SH-220
Washington, DC 20510