

Select Committee on Ethics
United States Senate

New Senate Personnel – Ethics Training Certification Form for Closing Offices

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 closing office specified above, I hereby certify that all personnel beginning employment in the office specified above between July 1, 2014, and adjournment of the 113th Congress *sine die* 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 adjournment *sine die* of the 113th Congress (for the period of July 1, 2014 through adjournment *sine die*), the ECO for each closing 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 employees who began employment between July 1, 2014, and adjournment *sine die* of the 113th Congress, 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).

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