

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 \_\_\_\_\_

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: \_\_\_\_\_

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 Check this box, if no new personnel began employment during the specified time frame.  
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As the Ethics Certification Officer (ECO) for the above-specified office, I hereby certify that all personnel beginning employment in the above-specified office for the above-specified time period 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:**

- 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 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 during the relevant time period, 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.

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