

# Annual Ethics Training Requirements

FOR ELECTED MUNICIPAL OFFICIALS

# Annual Ethics Training Requirements

---

Changes made to the ethics laws during the 2014 legislative session require Florida's elected municipal officers to take a minimum of four hours of ethics training each year, beginning January 1, 2015. [Section 112.3142, Florida Statutes](#)

Constitutional and elected municipal officials should complete the required training as close as possible to the date that they assume office. A constitutional or elected municipal official who assumes a new office on or before March 31 must complete the annual training on or before December 31 of the year in which the term of office began. However, if the new term of office begins after March 31, the officer is not required to complete the training for the calendar year in which the term of office began.

# What is required?

---

Four (4) hours annually of training which includes some component from **ALL 4** of the following topics:

- 1. Article II, Section 8, Florida Constitution, “Ethics in Government”**
- 2. Chapter 112, Part III, F.S., “Code of Ethics for Public Officers and Employees”**
- 3. Chapter 119, F.S., “Public Records Law”**
- 4. Chapter 286, F.S., “Public Meetings Law”**

# How can I meet the requirements?

---

The Commission on Ethics has prepared several Audio and/or Video presentations.

These audio/video presentations are free and can be viewed directly from their web site. Topics include

- **Code of Ethics for Public Officers and Employees, and the Public Records and Public Meetings Laws – a 3 hour presentation on three of the four required topics.**
- **Voting Conflicts - Local Officers**
- **Gifts for Local Government Officials**
- **Post-Public-Service Restrictions**
- **Ethics Laws**
- **Financial Disclosure Laws**
- **Gift Laws**

**THERE IS NO 1 COURSE THAT MEETS ALL 4 OF THE TOPICS REQUIRED.**

**You must choose courses in combination to meet the required 4 topics and 4 hours.**

Go to <http://www.ethics.state.fl.us/> and click on the “Training” tab at the top.

Click on the desired topic tutorial to view or listen.

# Additional Paid Training Opportunities

---

Elected Officials may take training from any source they choose. There is no certification or accreditation process for training providers.

COST: \$79.00 - Training that covers all required topics is available via this link:

<https://iog.fsu.edu/online-training>

COST: \$255.00 - The Florida Bar's CLE Course: "Sunshine Law, Public Records & Ethics for Public Officers and Public Employees 2018" is available via this link:

<https://tfb.inreachce.com/Details/Information/c8bba95a-27fa-4628-9638-d21abb4da6f3>

# How do I report completed training?

---

Elected municipal officials must file Form 1 Statement of Financial Interests disclosing financial interest for the preceding tax year. This form is due by July 1<sup>st</sup> annually.

Part G – Training on Form 1 contains a box for certification of the completed training.

**This certifies your training for the prior calendar year. For example a form signed and returned by July 1, 2019 certifies you took the 4 hours of training between January 1, 2018 – December 31, 2018.**

PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		
<b>PART G — TRAINING</b> For elected municipal officers required to complete annual ethics training pursuant to section 112.3142, F.S.		
<input type="checkbox"/> <b>I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.</b>		
<b>IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE</b>		
<b><u>SIGNATURE OF FILER:</u></b>		<b><u>CPA or ATTORNEY SIGNATURE</u></b>