



According to M.G.L Chapter 41 Section 107

All newly hire employees have thirty (30) days to complete the state ethics education and training requirements. You may access the training by going to the state ethics website at <http://www.muniprogram.eth.state.ma.us/>

Complete the Online Training Program for Municipal Employees

Employees of cities and towns are required by law to complete the conflict-of-interest law online training program

What you need for Complete the Online Training Program for Municipal Employees

Please review these instructions prior to beginning the online training program:

- **Print your completion certificate:** Remember to print your completion certificate to submit to your employer, and please retain a copy for your records. **The Commission will not have any records to verify that you completed the program.**
- **Electronically saving the completion certificate:** To electronically save your completion certificate, you must convert it to a PDF and then save it to your computer. You can also print and scan the completion certificate or save it to your computer as a screenshot. Either way, the completion certificate can then be e-mailed to your employer as an attachment.
- **Obscured text:** If any text on a page is obscured, you will need to adjust your browser view setting. To adjust your browser view setting, click "View" at the toolbar at the upper left-hand side of the browser page, then select "Zoom" from the drop-down menu and select 100%. You can also use the zoom feature to enlarge the text for easier reading.

What you need for Complete the Online Training Program for Municipal Employees

Please review these instructions prior to beginning the online training program:

- **Print your completion certificate:** Remember to print your completion certificate to submit to your employer, and please retain a copy for your records. **The Commission will not have any records to verify that you completed the program.**
- **Electronically saving the completion certificate:** To electronically save your completion certificate, you must convert it to a PDF and then save it to your computer. You can also print and scan the completion certificate or save it to your computer as a screenshot. Either way, the completion certificate can then be e-mailed to your employer as an attachment.



The Town of Clinton
HUMAN RESOURCES

242 CHURCH STREET
CLINTON, MASSACHUSETTS 01510

- **Obscured text:** If any text on a page is obscured, you will need to adjust your browser view setting. To adjust your browser view setting, click "View" at the toolbar at the upper left-hand side of the browser page, then select "Zoom" from the drop-down menu and select 100%. You can also use the zoom feature to enlarge the text for easier reading.