



TOWN OF FREETOWN MASSACHUSETTS

Office of the Town Clerk

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STATE-MANDATED TRAINING & EDUCATIONAL REQUIREMENTS

Congratulations, you are now considered a municipal employee and public official!

Summary of the Conflict of Interest Law

Newly elected or appointed public employees **must** be provided with the *Summary of the Conflict of Interest Law* within 30 days of election or appointment, **and on an annual basis** thereafter. All employees and board members are also required to **acknowledge the receipt of this summary on an annual basis** – therefore, you are being provided with a copy at this time and are required to sign a written acknowledgement that you have been provided with this summary. You are also required to complete a very brief acknowledgement module in the State Ethics Commission (described below)

Conflict of Interest Law Online Training Program

In addition, every two years, all state, county and municipal employees **must** complete a *Conflict of Interest Law Online Training Program*. This program was newly updated by the State Ethics Commission in January 2023, and is now tracked on their end. All employees and all board members are required, by law, to take the **mandatory online training program** located on the State Ethics Commission website, located at <https://massethicstraining.skillburst.com/User/index.php>

For your convenience, the Office of the Town Clerk has created a shortcut link:

freetownMA.gov/EthicsTraining

Newly elected or appointed public employees must complete this training **within 30 days of beginning public service, and every two years thereafter.** As noted previously, this information is now maintained and tracked by the State Ethics Commission.

When you get to the site, you must first create an account using your own e-mail address – retain your login information, as you will need it for the duration of your service to the Town of Freetown. You will have two “courses” to take in the system: one is a very brief acknowledgement module, the other is the Conflict of Interest Law Online Training Program.

You **do not** need to provide the Office of the Town Clerk with the certificates produced by the website.