UNITED STATES OFFICE OF GOVERNMENT ETHICS
Preventing Conflicts of Interest in the Executive Branch

U. S. Office of Government Ethics
FY 2013 Ethics Training

New Ethics Official Certificate Program
Washington, DC

Overview

Are you new to the world of Government ethics? Would you like to connect with others in the ethics community? Do you want to learn about ways you can build an ethical culture in your agency? Are you excited about building a career in ethics?

The U.S. Office of Government Ethics (OGE) is pleased to announce that OGE will conduct two New Ethics Official Certificate Programs during the second quarter of Fiscal Year 2013 in Washington, DC. The program dates are February 26-28, 2013 and March 19-21, 2013. The Certificate Program is designed for new ethics practitioners. There are no pre-requisites for this program. However, registration is limited to those who have performed ethics duties either full time or part time for no more than 3 years.

Participants who successfully complete an assessment at the end of the program will receive a Certificate of Completion. **You MUST attend the entire program in order to receive a Certificate of Completion.**

Please refer to the Registration Information section for detailed information on how to register.

Program Description

The Certificate Program is a "boot camp" for those new to the practice of ethics. Through a facilitated simulation of "a day in the life of an ethics official," participants will apply relevant ethics authorities to a series of critical tasks, assess and discuss the importance of effective processes in the management of an ethics program, and use tools and resources critical to the practicing ethics official.

Comments from Past Participants:

"This program was truly relevant to my job. It provided the training and knowledge that I need to successfully arm myself to thoroughly complete my responsibilities and be confident in my decisions."

"Very well executed."

"The instructors were very knowledgeable, and did a great job of presenting the material within the context of practical/true to life scenarios."

"The program was very well organized and well thought out."

"I was very impressed with the program."

By the end of this program new ethics officials will have the knowledge and skills needed to perform entry level ethics official duties, understand what it takes to build an ethical culture within the executive branch, appreciate ways they can network and work with the ethics community, and formulate strategies to build a successful career in ethics.

The Certificate Program is designed to teach new ethics practitioners:

- The essential elements of the executive branch ethics program
- The essential elements of the financial disclosure program
- How to identify and notify financial disclosure filers
- How to certify 450 reports
- How to identify and remediate conflicts of interest
- How to analyze gift questions and requests for outside activity approval
- How to provide advice and counseling
- How to develop and deliver effective ethics training

Schedule

The program will be begin at 9:30 a.m. and end at 5:00 p.m. each day. Lunch will be on your own each day.

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW
Suite 500
Washington, DC 20005

The nearest metro stop to OGE is Metro Center. Exit at the 12th & G Street exit and walk up two blocks towards I street. Please bring your Government ID.

Registration Information

There is no registration fee for this program. To register for the New Ethics Official Certificate Program please refer to the Workshops and Seminars Section and complete the online registration form.

You will receive an email notification indicating whether your registration has been approved. For information regarding the registration process or OGE training courses, please contact: Kaneisha Cunningham at ktcunnin@oge.gov or 202-482-9228.