

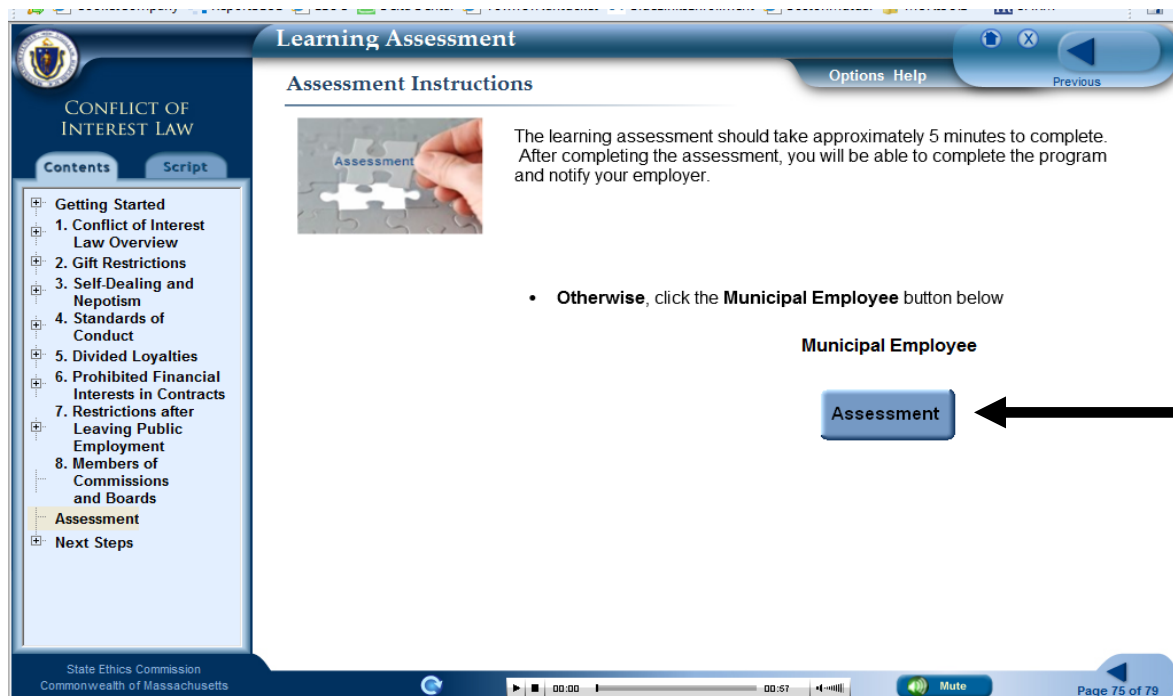
# COMPLETING YOUR ONLINE CONFLICT OF INTEREST LAW ONLINE TRAINING PROGRAM :

*To be completed within 10 days of starting employment*

1. Go to the following website: <http://www.mass.gov/ethics/new-online-programs-available-december2012.html>
2. Complete the Municipal Employee Online Training Program:



3. Make sure to select the Municipal Employee Assessment if you are not a Commission or Board Member:



- Print your certificate of completion once you have received course credit and submit your certificate to Human Resources Attention Amanda Johnson ([ajohnson@nantucket-ma.gov](mailto:ajohnson@nantucket-ma.gov))

**Learning Assessment**

**Successful Assessment Completion**

Congratulations!  
You have successfully completed the learning assessment.

**1. Request Course Credit**

If you are using PACE or some other Learning Management System (LMS):

- Click **Course Credit** button to automatically notify your employer that you have completed the course.

**After** clicking the **Course Credit** button, if you also wish to print a completion certificate, click the **Print Certificate** button and fill out the information.

**Do not click the Print Certificate button until after you click the Course Credit button if you are using PACE or some other LMS to receive course credit. Once you click the Print Certificate button, you will not be able to return to this screen.**

**2. Fill Out and Print Certificate**

- Click the **Print Certificate** button and complete the information to print a course completion certificate if instructed to do so by your employer (or to save a copy for your records).

**Note:** By clicking the **Course Credit** button and/or **printing the Certificate** of Completion, you will have taken the final step in completing the Conflict of Interest Law online training program. **Completion of this program is required by G.L. c 268A, the conflict of interest law.**

State Ethics Commission  
Commonwealth of Massachusetts

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