

Select Committee on Ethics  
United States Senate

**New Senate Personnel – Ethics Training Certification Form**

Name of Designated Ethics Certification Officer \_\_\_\_\_

Supervising Member/Officer \_\_\_\_\_

Senate Office \_\_\_\_\_

Room Number \_\_\_\_\_

Phone Number of Ethics Certification Officer \_\_\_\_\_

E-Mail Address of Ethics Certification Officer \_\_\_\_\_

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 Check this box, if no new personnel began employment during the specified time frame.  
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As the Ethics Certification Officer (ECO) for the office specified above, I hereby certify that all personnel beginning employment in the office specified above between January 1 and June 30, 2008, have submitted a signed "Individual Certification of Completion of Ethics Training Requirement Form" certifying that they attended the entire Mandatory Senate Code of Official Conduct training session or viewed the training video; and that, therefore, to my understanding and belief, all such personnel have completed the mandatory ethics training.

Signature of ECO: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:**

- No later than September 15, 2008 (for the period of January 1 through June 30, 2008), the ECO for each Senate office shall provide this form and copies of all "Individual Certification of Completion of Ethics Training Requirement" forms for that office to the Select Committee on Ethics. The ECO must include with this form a list of names of all employees who began employment between January 1 and June 30, 2008, the date each person began his or her Senate service, and the date each person completed ethics training.
- For *Member personal offices* that may have designated an ECO for the Washington, D.C. office as well as ECOs for state offices, only the ECO located in the Washington, D.C. office should complete this form certifying that all personnel employed within all of that Member's personal offices completed the mandatory ethics training requirement. The phrase "all personnel" includes the supervising Member/Officer and all of the personal office staff which he or she supervises (including employees, fellows and detailees).
- *Committee* ECOs must indicate whether they are certifying for just the majority, minority or non-designated staff employed by their respective committee or for all committee staff. Committee Members should file their "Individual Certification of Completion of Ethics Training Requirement" form with their personal office ECO.