


# HAWAII STATE ETHICS COMMISSION

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## Mandatory State Ethics Training

Beginning on Jan. 1, 2023, all state legislators, state employees, and members of state boards and commissions are required to take ethics training on a periodic basis. To sign up for a training class, please go to: <https://ethics.hawaii.gov/training/>

		INITIAL TRAINING	REFRESHER TRAINING	TYPE OF TRAINING
<b>NEW STATE OFFICIALS</b> (as of Jan. 1, 2023)	Legislators, Governor, Lt. Governor, Department heads (directors & deputy directors), BOE members, OHA trustees, & public financial disclosure filers	Within 90 days of taking office	Once every 4 yrs thereafter	Live Zoom training
	All other state employees & state board/ commission members	Within 90 days of taking office	Once every 4 yrs thereafter	Live Zoom training <b>OR</b> Online self-directed training program
<b>CURRENT STATE OFFICIALS</b> (as of Jan. 1, 2023)	If you attended ethics training between Jan. 1, 2020 and Jan. 1, 2023	 Your initial training requirement has been met!	Once every 4 yrs thereafter	What type of class is required depends on your state position ( <b>see above</b> )
	If you haven't attended ethics training before, or your last training was prior to Jan. 1, 2020	<b>Complete training by Jan. 1, 2024</b>	Once every 4 yrs thereafter	

## Which type of ethics training do I need to take?

Under Act 165, only certain state officials are required to take **live** ethics training: elected officials, high-level state employees, members of key state boards and commissions, and any state official who is required to file a public financial disclosure under HRS § 84-17(d) (see below).

Everyone else may take the **online**, self-directed training program.

## Who is required to take the LIVE ethics training course?

The following state officials must take a **live** ethics training course (via a videoconference platform such as Zoom or Teams):

**Elected Officials:** Legislators, Governor, Lt. Governor

**Executive Branch:** Dept. heads (directors & deputy directors), & Administrative Director of the State

**DOE:** Superintendent & deputy superintendents

**Judiciary:** Administrative director & deputy director

**OHA:** Trustees, CEO & executive mgmt. team

**State Library:** State Librarian & Special Assistant

**UH:** President, VPs, Asst. VPs, Provost, & Chancellors

**Members of State Boards & Commissions:**

Agribusiness Development Corp.

Board of Agriculture

Board of Education

Board of Land & Natural Resources

Commission on Water Resource Management

Hawai'i Community Development Authority

Hawaiian Homes Commission

Hawai'i Public Housing Authority

Hawai'i Public Utilities Commission

Hawai'i State Ethics Commission

Housing Finance & Development Corp.

Land Use Commission

Legacy Land Conservation Commission

Natural Area Reserves System Commission

Natural Energy Lab. of Hawai'i Authority

Stadium Authority

UH Board of Regents

## I would like to attend one of the upcoming webinars: General Ethics Training, and Ethics for State Board & Commission Members. Can I sign up for either one?

Yes. All trainings will provide a general overview of the State Ethics Code. The primary difference is the type of examples and scenarios used in the training. We also offer a continuing legal education course that is designed for state government attorneys.

## I attended ethics training in 2018. Do I need to retake training under the new law?

Yes, you must complete a new training session by **January 1, 2024**. If you attended training within the last three years (between January 2020 and January 2023), then you've met the initial requirement. You won't need to take it again for the next four years.

## Are advisory board members subject to this requirement?

No. If you serve on a state task force, committee, or board that is **purely advisory** in nature, then you are not subject to the new mandatory training requirements. If in doubt, please ask the Ethics Commission whether the mandatory training law applies to you. You are also welcome to take the online, self-directed training program — it's a great resource!

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