# ETHICS ONLINE TRAINING INFORMATION AND TIPS

## TRAINING CERTIFICATE TIPS

Before printing your training certificate you are asked to complete several fields. This information is very important to ensure that you receive the credit for completing the course.

- Name: be sure to input your name as we would have it on file in our office
- Name of District: Town Of Norton
- Committee/ Board or employee:
  - Name of Committee or Board – include names of ALL boards you are appointed/elected
  - Employees—insert the name of the Department
- Title: this will appear under your name. It can be left blank or employees can input their position title

**Employees are advised to retain a copy of their completion certificate for their own records**.

**Employees MUST provide evidence that they have completed the program by submitting a copy of the completion certificate to the Town Clerk**. You have NOT fulfilled the online training requirement until it is on file in our office. You can submit this in one of the following ways:

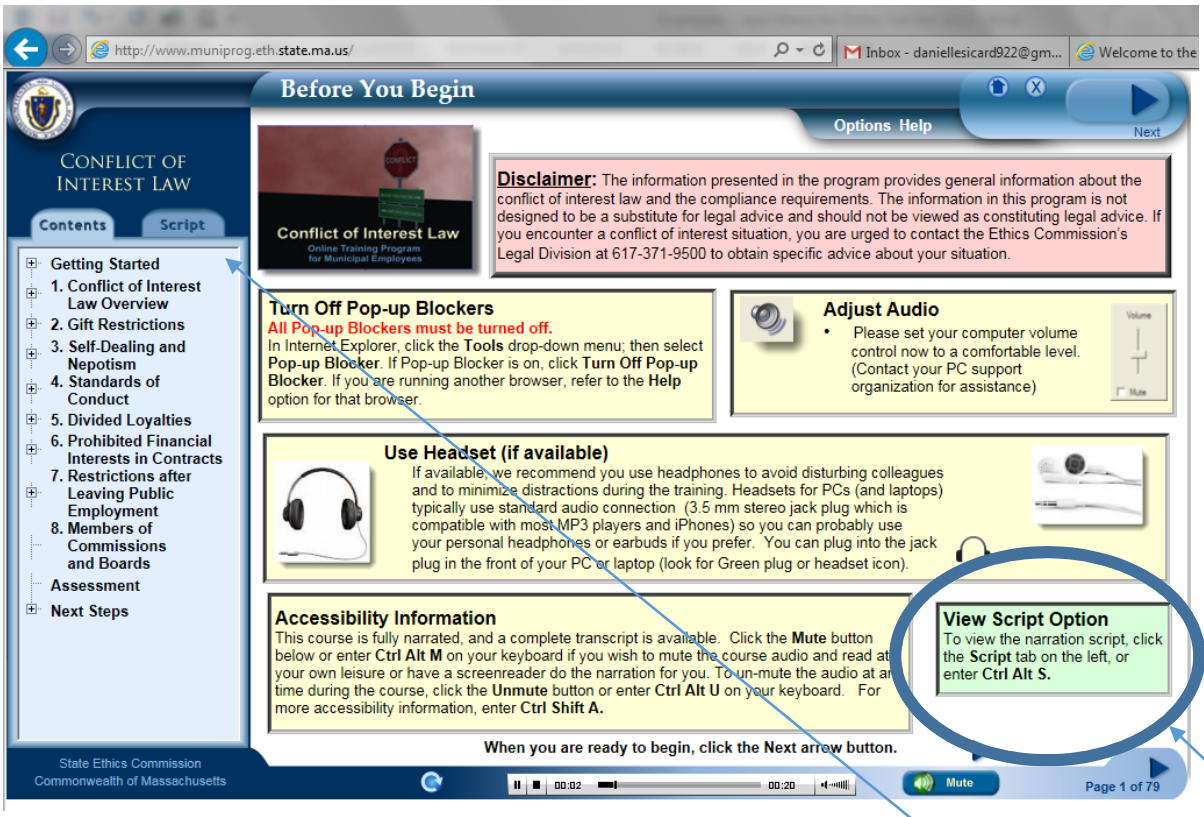
- email: townclerksoffice@nortonmaus.com
- fax: 508-285-0297
- interoffice/mail: 70 East Main Street, Norton MA 02766

## COMPUTER REQUIREMENTS / TIPS

- The programs were designed to work with the Internet Explorer web browser. While the programs will work with other browsers, such as Firefox, Safari or Google Chrome, some features may not work or display correctly.
- The programs are optimized to run on Internet Explorer at 100% view. To adjust your view settings, go to the toolbar at the upper left-hand side of the browser page, select "View" and then select "Zoom" from the drop-down menu and select 100%.
- Pop-up blockers should be disabled. Follow the instructions at the beginning of the program to disable pop-up blockers on your computer.
- The programs include audio and video components. If headphones are available to you, you may wish to wear them while completing the training to minimize office noise and distraction.
- The "Options" and "Help" menus appear on every page throughout the training and provide access to helpful resources, such as accessibility information, the programs' scripts and a glossary of terms. They are located near the top right of the online training program screen.
- If the video does not play on your computer, please verify that you have the Adobe Flash Player plug-in (version 10 or higher) downloaded to your computer. Please refer to the System Requirements document by clicking the "Help" menu tab, then clicking "System Requirements" located near the top right of the online training program screen.
- If at any time during the program your browser has trouble loading a page, use your refresh button. If you have to restart the program, use the table of contents on the left-hand column of the page and click on the "Lesson" to return to your place.
- If you have difficulty following the audio portions of the program, you can click the "Script" menu tab, located next to the "Contents" menu tab, on the left column of the program screen. In addition, you may view and print the entire course script by clicking the "Options" menu tab and then clicking "View Script."

Conflict of Interest – State Ethic Law --Online Training Course

[www.muniprog.eth.state.ma.us](http://www.muniprog.eth.state.ma.us)

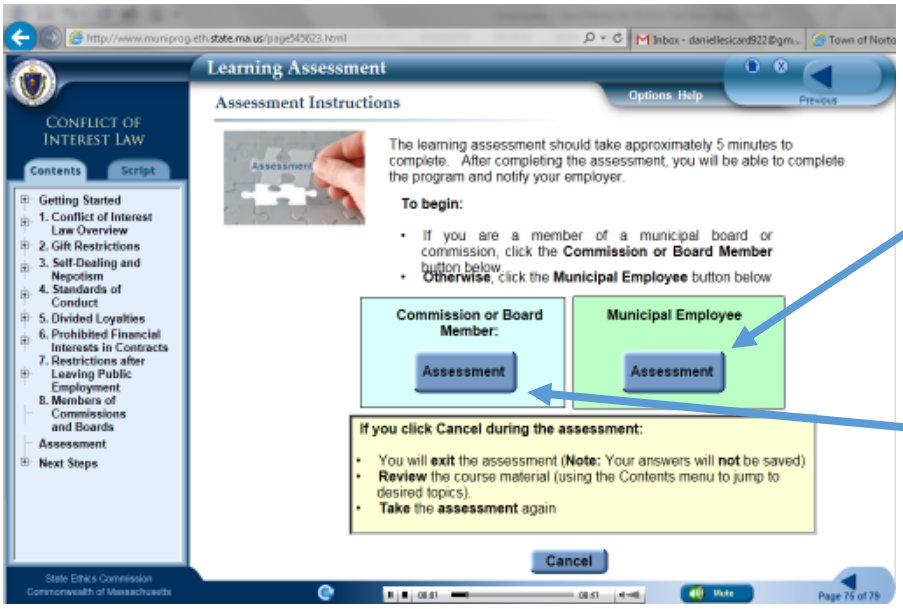



The initial screen provides you with additional information on computer requirements such as audio and pop up blockers.

Should you prefer (or do not have audio) you can view the script of what is in the video

This is a sample of the Certificate of Completion that is REQUIRED to be filed with the Town Clerk

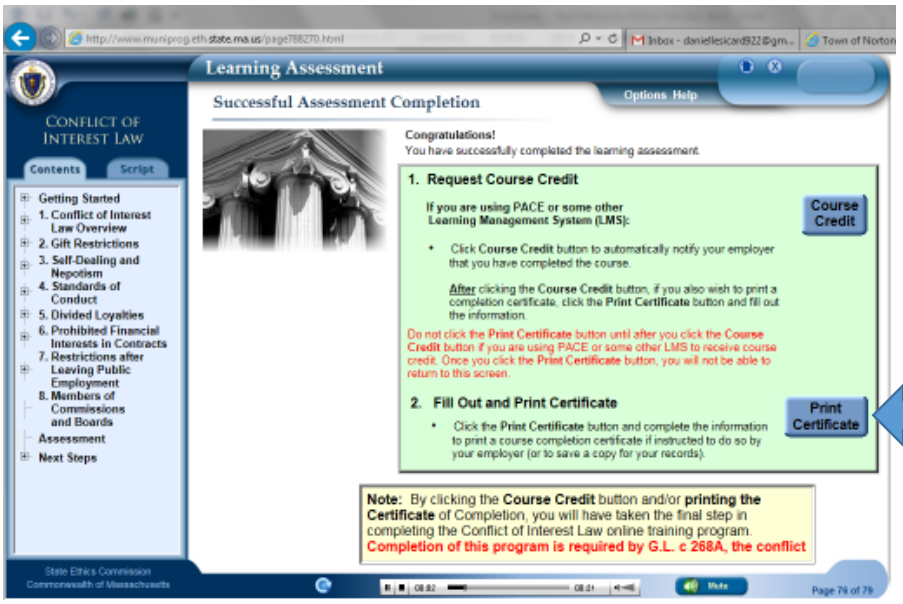
Blank Certificates will NOT be accepted. Generally this happens when your pop up blocker is not turned off. See screen shot on how to fix those issues.




Choose your Training

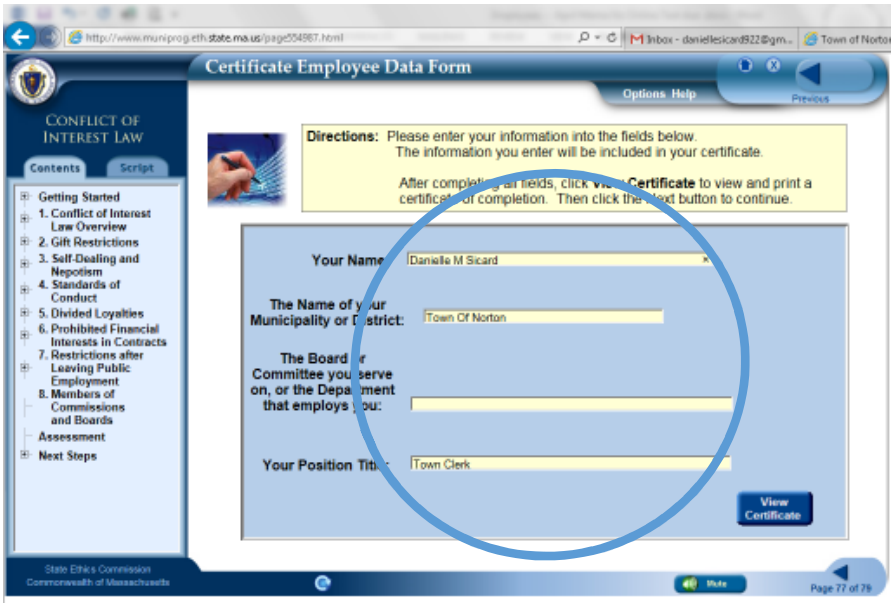
Town Employees
Select Municipal Employee

All others are
Commission or Board Members
and should select that one




You MUST Select

PRINT CERTIFICATE




Input your INFORMATION into ALL the fields

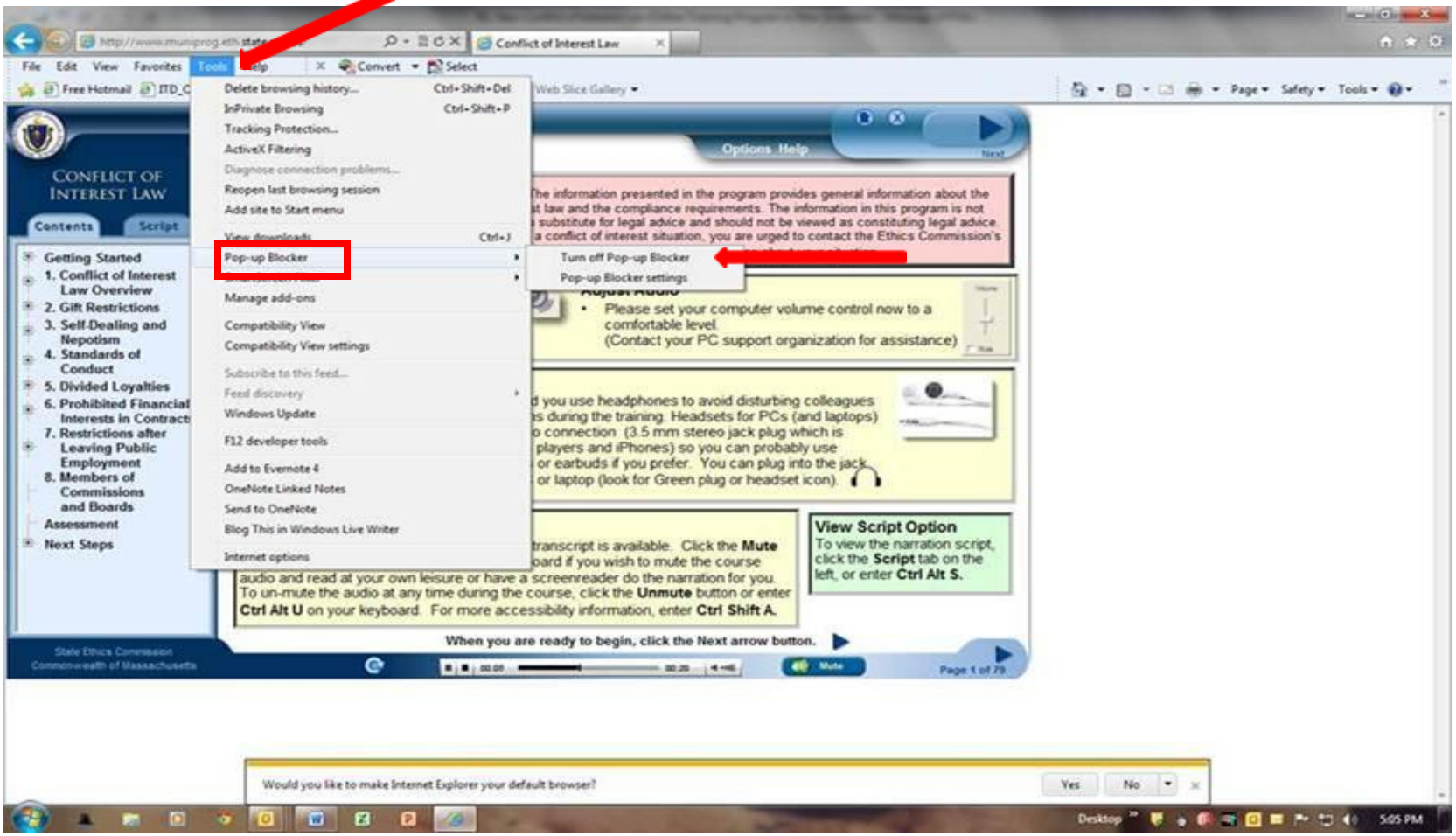
View your Certificate – It MUST include your information from the previous screen. We CANNOT accept blank ones

ISSUES? Check to make sure your pop up blockers is set to OFF

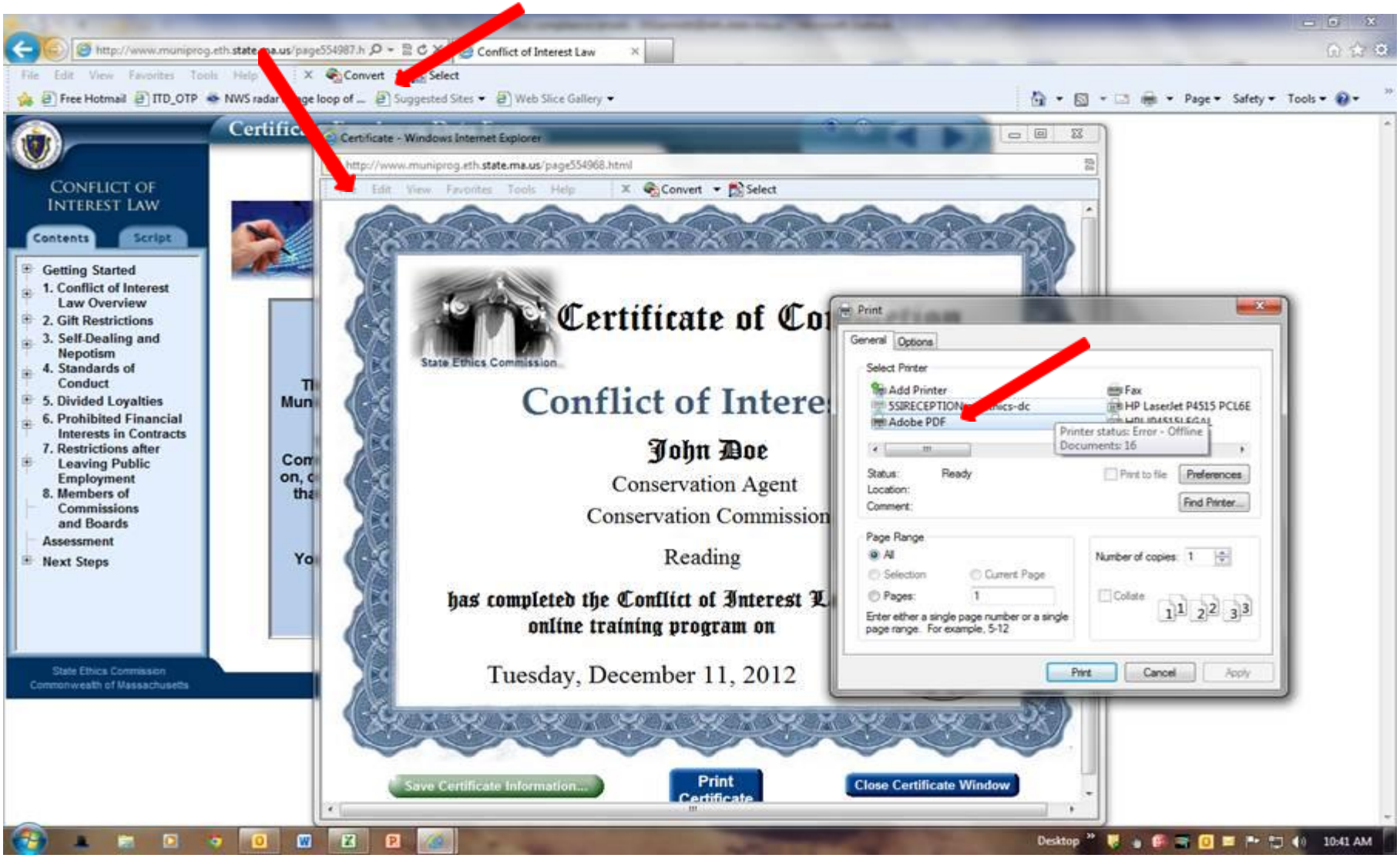
**PRINTING THE CERTIFICATE**

Issue-- My name and other inputted information does not display on the certificate.

Solution –Your computer setting for Pop Up Blockers needs to be turned OFF (see screen shot below for instructions)



**SAVING AN ELECTRONIC FILE OF CERTIFICATE**

Issue – the Save Certificate Information button is NOT working….the saved document is blank!

Solution—convert the certificate into a PDF then save it. (see screen shot below for instructions) Be sure to Print too!