

**Attleboro Public Schools
Directions for Completing
Required Conflict of Interest Law Training (Formerly Ethics Training)**

- Go to www.attleboroschools.com
- Place cursor on Central Office at the top of the page
- Click on *Personnel* in the drop down menu
- Click on *Mass State Ethics-Online Training Program* on the right side of the screen
- You should now be on the Conflict of Interest Law Training website
- Read the “Before You Begin” Instructions.

On the left-hand side, there is a List of Contents of the Conflict of Interest Law. The contents *Getting Started* through *Next Steps* is a tutorial of the Summary of Conflict of Interest Law for Municipal Employees. This tutorial is approximately 1 hour long. The Assessment section takes approximately 15 minutes to complete.

We highly recommend that you opt to click on the Assessment section of the Contents summary on the left hand of the screen only and, using a hard copy of the Summary of the Conflict of Interest Law for Municipal Employees (printed out from Personnel screen on the APS School website -www.attleboroschools.com), complete the 10 questions.

- Follow the online instructions to complete the training.
- Upon completion of the training, you will be asked to provide employee information as follows:
 - Click on “Fill out and Print Certificate”
 - Enter your first and last name
 - Job assignment (e.g., Teacher, Paraprofessional, Substitute)
 - The municipality department that you work for (Attleboro Public Schools). If the screen you are on asks you to check either State of County Employee – don’t click on anything as we are a municipality and continue on to the next prompt.
 - Print two (2) copies of your Certificate of Completion – one for your Attleboro Public Schools file and one for your records

****** The Certificate of Completion for Conflict of Interest Law Training is transferable from one Massachusetts municipality to another.

DO NOT FORGET TO RE-ACTIVATE YOUR POP-UP BLOCKER IF YOU HAD TO DISABLE IT!!