



# INSTITUTE FOR LOCAL GOVERNMENT<sup>SM</sup>

*Promoting Good Government at the Local Level*

1400 K Street, Suite 205, Sacramento, California 95814 ~ [www.ca-ilg.org](http://www.ca-ilg.org)

## **Public Service Ethics Education Self-Study Proof of Participation Certificate**

### **Part I—Financial Interests and Perks**

**Test Date: September 22, 2023**

**Eligible Credit:** 1 Hour (of the 2 hours required)

This self-study course is an overview course on all public service ethics issues necessary to satisfy the first half of the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- Laws relating to claiming perquisites (“perks”) of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- General ethical principles relating to public service.

The Institute for Local Government affirms that this course satisfies the guidelines issued by the Fair Political Practices Commission and Attorney General for course sufficiency and accuracy.



To be completed by participant: **Roger Smith**

By signing below, I certify that I participated in the activity described above and am entitled to claim 1 ethics education credit hour(s).

Participant Signature

**NOTE TO PARTICIPANT:** *Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. If this document is lost there will be a charge of \$20.00 to have another issued.*



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## Public Service Ethics Education Self-Study Proof of Participation Certificate

### Part II— Governmental Transparency and Fair Processes

**Test Date: September 22, 2023**

**Eligible Credit:** 1 Hour (of the 2 hours required)

This self-study course is an overview course on all public service ethics issues necessary to satisfy the second half of the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

The Institute for Local Government affirms that this course satisfies the guidelines issued by the Fair Political Practices Commission and Attorney General for course sufficiency and accuracy.



To be completed by participant: **Roger A. Smith**

By signing below, I certify that I participated in the activity described above and am entitled to claim 1 ethics education credit hour(s).

Participant Signature

**NOTE TO PARTICIPANT:** *Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. If this document is lost there will be a charge of \$20.00 to have another issued.*