**Section 1620.900 Ethics Training**

a) Beginning in 2014, on or before February 1 *of each year, each ultimate jurisdictional authority* (UJA) *shall submit an annual report to the Commission that summarizes ethics training that was completed during the previous* calendar *year and lays out the plan for the ethics training programs in the coming year.* [5 ILCS 430/5-10(b)]

b) This report shall contain the following information:

1) A copy of all materials used in the ethics training of employees and officers of the UJA during the previous year.

2) The number of officers or employees who completed ethics training in the previous year, identified by agency and, if applicable, training program type.

3) The identity of any officers or employees who, for any reason, failed to complete required ethics training during the previous year; the reason, if available, for each failure; and what disciplinary or administrative action the UJA has imposed or plans to impose in response to this failure.

4) All ethics training materials to be used during the current calendar year to train employees subject to the jurisdiction of that UJA, if available by February 1. If these materials are not available on February 1, they should be forwarded at least 8 weeks before training commences but shall be submitted no later than September 1.

5) Other information deemed necessary by the Commission to fulfill its duties.

c) The ethics training materials described in subsection (b)(4) shall also be submitted at the same time to the appropriate Executive Inspector General. The Commission and appropriate Executive Inspector General shall review the materials and approve the materials or request changes within 4 weeks. The ethics training information described in subsections (b)(2) and (b)(3) shall also be submitted at the same time to the appropriate Executive Inspector General. The materials shall not be used until approvals are obtained.

d) Certification of Training Sent to Ethics Officer

1) *Upon completion of* any *ethics training program required* by the Act*, each officer and employee must certify in writing that the person has completed the training program. Each officer and employee must provide to his or her Ethics Officer a signed copy of the certification by the deadline for completion of the ethics training program.* [5 ILCS 430/5-10(d)]

2) The certification shall state: "I certify that I have carefully read and reviewed the content of, and completed, the [insert name of training program]. Furthermore, I certify that I understand my failure to comply with the laws, rules, policies and procedures referred to within this training course may result in disciplinary action up to and including termination of State employment/appointment, administrative fines, and possible criminal prosecution, depending on the nature of the violation."

3) The certification required by this Part may be made in accordance with the Illinois Commerce Security Act [5 ILCS 175] or in a manner substantially similar to the requirements of that Act, and notice of this certification shall be forwarded electronically to the Ethics Officer for those employees whose ethics training is conducted electronically.

(Source: Amended at 47 Ill. Reg. 12045, effective July 31, 2023)