**HANDOUT FOR DARS ADVISORY BOARD MEMBERS**

Please be advised: There are two requirements related to conflicts of interest and financial disclosure. There is a training/webinar requirement (detailed on this page) and there is a separate form/filing requirement (detailed on the next page). Appointed board members must comply with both the training/webinar and form/filing requirements.

Please review the instructions carefully.

## **TRAINING REQUIREMENTS & WEBINAR**

All appointed board members shall participate in training on the Virginia Conflict of Interests Act within two months after he or she is appointed and at least once during each consecutive period of two calendar years commencing on the first odd-numbered year thereafter as required by § 2.1-3130 of the Code of Virginia. Section 2.2-3129 of the Code of Virginia requires the board administrator maintain records containing the names of the members and the dates that they took the course.

Members are required to complete the Conflict of Interest Training online. To complete the training, members will need to access the Virginia Conflict of Interest and Ethics Advisory Council website at <http://ethics.dls.virginia.gov/>.

Once you are on the Virginia Conflict of Interest and Ethics Advisory Council website, you should see links for the training/webinar module. In order to receive attendance credit, you are required to register and view the training/webinar module in its entirety. The system will not credit your attendance if you fast-forward through any portion of the training. You will need to select the link titled “**State Officers and Employees Training Module**” and follow the instructions to register for the training/webinar. Please email [ethics@dls.virginia.gov](mailto:ethics@dls.virginia.gov) if you have any issues viewing the training/webinar.

At this time, the system does not issue certificates of completion. Registration information is captured for online training/webinar and is available to agency coordinators and clerks of local governing bodies and school boards, upon request.

**Each member should let the designated Board staff know when he or she completes the training/webinar, including the date of course completion, so designated Board staff can document for the Board files that the member has taken the training/webinar.**

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## **FINANCIAL DISCLOSURE STATEMENT REQUIREMENTS**

In accordance with the requirements set forth in § 2.2-3118.2 of the Code of Virginia, all appointed members shall electronically file a financial disclosure form of their personal interests and such other information as is required on the form prescribed by the Virginia Conflict of Interest and Ethics Advisory Council pursuant to § 2.2-3118 of the Code of Virginia and thereafter shall file such form annually on or before February 1.

Appointed members who will be serving on a board as of February 1 each year have to file a form that year by February 1. The filing period covers the prior calendar year of January 1 through December 31. Filings may not be submitted prior to January 1.

Starting in December of each year, members should receive direct email communication from the Virginia Conflict of Interest and Ethics Advisory Council as well as a follow-up email from Cecily Slasor reminding them of the mandatory requirement to complete the form. Members should look for email communication from the Ethics Council that references “Conflicts of Interest” in the subject line and directs them to a portal to complete the form. Instructions for completing the form, including log-in information and credentials, will be included in the email from the Ethics Council.

To begin the filing process for the Financial Disclosure Statement, please go to:  coi.dls.virginia.gov. Members should log in using their assigned email and password.

If you do not remember your password, you can reset it using “I forgot my password”. The Ethics Council recommends only clicking the link one time and then waiting for the email with the password reset to appear. If the email does not show up in your inbox, check in the spam folder.

For more information, please contact: Cecily Slasor at [cecily.slasor@dars.virginia.gov](mailto:cecily.slasor@dars.virginia.gov).

Link to the Virginia Conflict of Interest and Ethics Advisory Council: <http://ethics.dls.virginia.gov/conflict-of-interest.asp>.