

2015-2016 Legislative Sessions Lobbyist Ethics Course Requirement

California Government Code Section 86103 requires that lobbyists attend an ethics course each legislative session and certify the completion date to the Political Reform Division of the Office of Secretary of State as a condition of registration to lobby in California. The Senate Committee on Legislative Ethics and the Assembly Legislative Ethics Committee jointly conduct these courses.

KNOW YOUR ETHICS DEADLINES: It is the responsibility of each lobbyist to obtain the course schedule, to sign up for and attend the course as required, and certify the ethics completion date with the office of the Secretary of State's Political Reform Division by the specified compliance deadline (see Form 604 instructions for filing requirements and compliance deadlines).

Seating is limited on all course dates. To secure a reservation at an ethics course, submit a completed sign-up form accompanied with a \$50 check or money order payable to **JOINT ETHICS COMMITTEE**. Your completed sign-up form and course fee must be received in the Senate Ethics Committee office before the sign-up deadline (see sign-up form) and/or before our seating limit is reached. Spaces are reserved in the order that sign-up forms are received in the office of the Senate Committee on Legislative Ethics at 1020 N Street, Room 238, Sacramento, CA 95814. Early sign-up is recommended for each course. **You will not receive a confirmation upon receipt of your sign-up form. Committee Staff will contact you if the course you have selected is at capacity.**

There is no provision for waiver of the ethics course requirement or for extension of the ethics completion deadline; nor is there a provision for an extension of a lobbyist's deadline to certify his/her ethics completion date by filing the required amended Form 604 (Lobbyist Certification Statement) with the office of the Secretary of State (see Form 604 instructions page). Non-filers are referred to the Fair Political Practices Commission for non-compliance.

MCLE CREDIT: The Assembly Legislative Ethics Committee and the Senate Committee on Legislative Ethics are State Bar of California MCLE approved providers. This activity is approved for 1.5 hours MCLE credit. Appropriate forms will be available at the course for attorneys who seek MCLE credit.

CHECKS RETURNED UNPAID: A \$20 fee will be charged for any check returned unpaid and the related ethics course certification suspended until the course fee and \$20 returned check charge are received in the Ethics Committee office (payment by money order or certified check).

LOBBYIST ETHICS COURSE SIGN-UP FORM

ADVANCE SIGN-UP IS REQUIRED

PLEASE TYPE OR CLEARLY PRINT THE REQUESTED INFORMATION AND SUBMIT A SEPARATE SIGN-UP FORM FOR EACH PERSON TO ATTEND ACCOMPANIED BY A SEPARATE \$50 CHECK OR MONEY ORDER FOR EACH PERSON.

FIRST NAME	INITIAL	LAST NAME	E-MAIL ADDRESS
FIRM/LOBBYIST EMPLOYER NAME			AREA CODE AND TELEPHONE NUMBER
STREET ADDRESS	SUITE#		AREA CODE AND CELL NUMBER
CITY, STATE	POSTAL CODE		AREA CODE AND FAX NUMBER

COURSE LOCATION: SACRAMENTO CONVENTION CENTER – 1400 J STREET, SACRAMENTO, CA 95814

<u>Course Date</u>	<u>Room#</u>	<u>Course Time</u>	<u>Deadlines</u>
1. FULL Thursday, November 13, 2014	202	10:00 a.m. – 12:00 p.m.	Nov. 6 th , by noon
2. FULL Thursday, November 13, 2014	202	1:30 p.m. – 3:30 p.m.	Nov. 6 th , by noon
3. FULL Thursday, January 22, 2015	202	1:30 p.m. – 3:30 p.m.	Jan. 15 th , by noon
4. <input type="checkbox"/> Thursday, February 26, 2015	202	1:30 p.m. – 3:30 p.m.	Feb. 19 th , by noon
5. Thursday, April 9, 2015	202	1:30 p.m. – 3:30 p.m.	Apr. 2 nd , by noon
6. Tuesday, June 16, 2015	202	1:30 p.m. – 3:30 p.m.	June 9 th , by noon

- PLEASE ARRIVE A FEW MINUTES EARLY TO SIGN IN
- APPROPRIATE FORMS WILL BE AVAILABLE FOR ATTORNEYS SEEKING MCLE CREDIT
- LATE ARRIVALS ARE NOT ADMITTED
- EARLY DISMISSALS ARE NOT PERMITTED

DEADLINE APPLIES TO:

DATE CHANGE REQUESTS, CANCELLATIONS, POSTPONEMENTS, FEE ROLLOVER OR REFUND REQUESTS. Change requests must be submitted in writing by emailing stacey.whitehead@sen.ca.gov & received in the Committee office BEFORE the course deadline.

- **MAKE \$50 CHECK PAYABLE TO: JOINT ETHICS COMMITTEE**
- **MAIL SIGN-UP FORM & CHECK TO: SENATE COMMITTEE ON LEGISLATIVE ETHICS
ATTENTION: LOBBYIST COURSE
1020 N STREET, ROOM 238
SACRAMENTO, CA 95814**