



**Town of Walpole**  
135 School Street · Walpole, MA 02081

**State Ethics Commission**  
**Conflict of Interest Law Training:**

As a requirement of the State Ethic Laws, you must complete an online training course. There is a new course available so please see instructions below. You are **no** longer required to provide the Town Clerk's Office with a copy of the certificate. The online portal allows for the certificate to be shared with their office.

Summary of Conflict of Interest Laws: <https://www.mass.gov/service-details/summary-of-the-conflict-of-interest-law-for-municipal-employees>

Online Training Course link: <https://massethicstraining.skillburst.com/>

**Directions:**

- New users will need to create an account
- Enter email address, first & last name and select "Walpole" under your organization
- You will be sent an email with log-in information
- Follow the link and set up a password
- Complete "*State Ethics Commission Conflict of Interest Law Training*"
- Complete the "*Acknowledge Receipt*" of the Summary of the Conflict of Interest Law for Municipal Employees
- Certificates will be emailed to you and sent to the administrator

***You must comply within 30 days of hire***

As a reminder of the State Ethics Law Requirements:

- You acknowledge "Receipt of the Summary" upon every appointment or re-appointment
- You must ANNUALLY also acknowledge "Receipt of the Summary". The annual distribution is done each fall via email and for your convenience all you must do is reply "RECEIVED" to that email to be in compliance
- You must complete & have on file with the Town Clerk a current online training certificate. Certificates are only valid for 2 years and therefore the online training requirements must be completed every other year.