



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

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DATE: October 3, 2023

TO: All Millis Municipal & School Employees, Board/Committee Members,
Elected Officials

FROM: Karen Bouret DeMarzo, Ethics Commission Liaison 

RE: Conflict of Interest Law Online Training Program

The state has mandated that every municipal employee, board/committee member (full- and part-time, paid, unpaid, and elected official) is **required** to complete the State Ethics Commission online training program within 30 days of appointment and every other year.

The training course can be found at <https://massethicstraining.skillburst.com>

Please use the above link to access the training website. Once you have established a sign on and password, please complete the following:

1. Acknowledgement Receipt of the Summary of Conflict of Interest Law for Municipal Employees (10 minutes or less to complete - required every year)
2. State Ethics Commission Conflict of Interest Law Training (1 Hour to complete) (required every 2 years)

If you are unable to complete the modules in one session, you can save your progress and resume the training.

There is no need to print your certificate of completion as it is now housed on the website for the Town to access.

Thank you!