TO: All Town of Holden Employees and Committee Members:

FROM: Jeanne M. Hudson, Town Clerk

DATE: January 6, 2025

RE: Conflict of Interest / Ethics Training

Many of you are receiving automated emails from [*noreply@skillburst.com*](mailto:noreply@skillburst.com). These are reminder messages about completing either one or both conflict of interest law education courses that were due in 2024. These emails are generated automatically by the State. See example email below. Going forward the State will be sending you annual reminders to complete your courses.

These emails will continue to be sent until you have completed the outstanding requirement(s). The message includes the names of the course or courses as well as the due dates.

**When and What must be completed:**

**ANNUALLY: You need to Acknowledge Receipt of the Summary of the Conflict-of-Interest Law. You should do this every January.**

**EVERY 2 YEARS: You must take the on-line ethics training. Please do not send me the certificate but print one to keep as your record.**

**As we begin 2025, all new emails will be going out for all of you to acknowledge receipt of the Summary of the Conflict-of-Interest Law and the Online Ethics training for those of you who last took it in 2023.**

Example Email you may have received:

Hello,

You are receiving this reminder message to complete either one or both conflict of interest law education courses. State law requires that all state, county, and municipal employees, including members of boards and committees, complete two education courses on the requirements of the conflict-of-interest law, as follows:

* The conflict-of-interest law training program takes about an hour to complete, and must be completed within 30 days of becoming a public employee and every two years thereafter; **(THIS IS THE ONLINE ETHICS TEST)**
* The summary of the conflict-of-interest law acknowledgment takes about 10 minutes to complete and must be completed within 30 days of becoming a public employee and every year thereafter. **(THIS IS THE ACKNOWLEDGEMENT RECEIPT)**

Please complete the course(s) identified below at your earliest convenience by logging into your account at <https://massethicstraining.skillburst.com/>. When you log in, you’ll see the courses assigned to you for the current calendar year, along with your due dates and completion status.

If you have questions regarding these requirements, please contact your organization's local administrator -[jhudson@holdenma.gov](mailto:jhudson@holdenma.gov)  
  
Thank you for your attention to this important matter.  
  
Sincerely,  
State Ethics Commission  
  
Course: **State Ethics Commission Conflict of Interest Law Training 2024**  
Due Date: 2024-02-03

If you need additional assistance you can email [EthicsTraining@mass.gov](mailto:EthicsTraining@mass.gov).