



ETHICS FORMS AND TRAINING

Required Forms

All full-time College employees must complete an “[Outside Activity Questionnaire](#).” Depending on an employee’s title and responsibilities, they may also have other reporting requirements. For more detailed information about required forms and due dates, please refer to the Schedule of Ethics Forms Chart on the College [Ethics](#) Website.

Ethics Training

New Jersey Law requires that every State employee, including employees of the College, receive annual ethics training. For full-time employees of the College, the required training is available on-line through the State Ethics Commission website (details provided below).

This full training needs to be completed not less than every third year (i.e., academic year 2021-2022, 2024-2025, etc.). On the off years (2022-2023, 2023-2024, etc.), employees can complete the ethics briefing. **Employees who are new to the College in an off year will complete the full training in their initial year (which is to be completed within sixty days of start date evidenced by forwarding confirmation of completion email to ethtrain@tcnj.edu) and after that will follow the College’s regular training schedule.**

Full-time staff are required to complete the State Employee Training Module. see: https://njdigitalservices.blob.core.windows.net/njdigitalservicesmedia/ethics/2022_employee_training/story.html.

After finishing the State Employee Training Module, employees must fill out the on-line training completion form. If prompted on that form to insert the employee’s “Agency” or “Department” the employee should insert “The College of New Jersey” or “College of New Jersey”. **Employees should keep a copy of the receipt received by email; provide a copy to the supervisor and a copy to the Ethics Office at ethtrain@tcnj.edu.**

The NJ State Ethics Commission has also required that all employees complete the New Jersey State Employee Cannabis Briefing https://njdigitalservices.blob.core.windows.net/njdigitalservicesmedia/20211000_nj_cannabis_briefing/story.html.

Please forward the confirmation of completion email to ethtrain@tcnj.edu.

Training for College Employees without Internet access at work will be arranged by the ELO with area supervisors.

Checklist for completion:

- State Employee Training Module (approx. 50 minutes)
- New Jersey State Employee Cannabis Briefing
- Outside Activities Questionnaire