The Conflict of Interest Act training module is available at the Virginia Conflict of Interest and Ethics Advisory Council website, http://ethics.dls.virginia.gov/.

1. Go to http://ethics.dls.virginia.gov/ and select “State Officers and Employees Training Module” under “Training Modules.”

2. Complete the registration form with First and Last Name, Email Address, Job Title, and Organization. Please register using your W&M or VIMS email address. Please enter your organization as either “William & Mary” or “Virginia Institute of Marine Science”. Click “Register” to advance to the training module.
3. The training video should start automatically and will run for approximately 60 minutes in Mozilla Firefox or Google Chrome; some users have experienced issues with Internet Explorer. You must view the video all the way to the end, without fast forwarding through any content, in order to receive credit for completing the training. The system does not generate a certificate or other confirmation message, but will record your completion.

Please contact Margaret Morrison, mjmorison@wm.edu or 757-221-3146 for support. Training records are kept by the Conflict of Interest and Ethics Advisory Council and can be requested through Margaret Morrison as well.