

PLEASE NOTE 2019 LOCATION CHANGES (see page 2 for updated locations)

2019-2020 Legislative Sessions Lobbyist Ethics Course Requirement

California Government Code Section 86103 requires that lobbyists attend an ethics course once during each 2-year legislative session and certify the completion date with the Secretary of State, Political Reform Division as a condition of registration to lobby in California. The Senate Committee on Legislative Ethics and the Assembly Legislative Ethics Committee jointly conduct these courses.

KNOW YOUR ETHICS DEADLINES: It is the responsibility of each lobbyist to obtain the course schedule, to sign up, attend the course as required, and certify the ethics completion date with the office of the Secretary of State's Political Reform Division by the specified compliance deadline. **Amended Form 604's will no longer be provided at the ethics course as done in previous Sessions.** (See Form 604 instructions for filing requirements and compliance deadlines) <https://prd.cdn.sos.ca.gov/forms/form-604.pdf>.

Advanced sign-up is required to attend and early sign-up is always recommended for each course. Seating is limited and deadline for each date is intended to make a date change or receive a refund. Do not make travel arrangements without first checking availability of desired date. To secure enrollment in an ethics course, submit a completed sign-up form accompanied with a \$50 check or money order as indicated below and on page 2. **You will not receive a confirmation upon receipt. You may email Stacey.medlock@sen.ca.gov to confirm enrollment after submitting sign-up form and fee. Committee Staff will contact you if the course you have selected is at capacity.**

There is no provision for waiver of the ethics course requirement or for extension of the ethics completion deadline; nor is there a provision for an extension of a lobbyist's deadline to certify his/her ethics completion date by filing the required amended Form 604 (Lobbyist Certification Statement) with the office of the Secretary of State (see Form 604 instructions page). Non-filers are referred to the Fair Political Practices Commission for non-compliance.

MCLE CREDIT: The Assembly Legislative Ethics Committee and the Senate Committee on Legislative Ethics are State Bar of California MCLE approved providers. This activity is approved for 1.5 hours MCLE credit, but no MCLE credit will be offered on the following subjects: (1) Legal Ethics; (2) Elimination of Bias; or (3) Competence Issues. Appropriate forms will be available at the course for attorneys who seek MCLE credit.

CHECKS RETURNED UNPAID: A \$20 fee will be charged for any check returned unpaid and the related ethics course certification suspended until the course fee and \$20 returned check charge are received in the Ethics Committee office (payment by money order or certified check).

- **MAKE \$50 CHECK PAYABLE TO: JOINT ETHICS COMMITTEE**
- **MAIL SIGN-UP FORM & CHECK TO: SENATE COMMITTEE ON LEGISLATIVE ETHICS
ATTENTION: LOBBYIST COURSE
1020 N STREET, ROOM 554
SACRAMENTO, CA 95814**

LOBBYIST ETHICS COURSE SIGN-UP FORM

ADVANCE SIGN-UP IS REQUIRED

PLEASE TYPE OR CLEARLY PRINT THE REQUESTED INFORMATION AND SUBMIT A SEPARATE SIGN-UP FORM FOR EACH PERSON TO ATTEND ACCOMPANIED BY A SEPARATE \$50 CHECK OR MONEY ORDER FOR EACH PERSON.

FIRST NAME	INITIAL	LAST NAME	E-MAIL ADDRESS
FIRM/LOBBYIST EMPLOYER NAME			AREA CODE AND TELEPHONE NUMBER
STREET ADDRESS		SUITE#	AREA CODE AND CELL NUMBER
CITY, STATE		POSTAL CODE	NOTES:

Los Angeles Course Location:

RONALD REAGAN BUILDING, 300 S. SPRING STREET, LOS ANGELES, CA 90013 – First Floor Auditorium

(No Food or Drink Allowed in Auditorium)

Course Date

Thursday, Mar. 21, 2019

Course Time

1:30 p.m. – 3:30 p.m.

Deadlines

Mar. 14th, by noon

Sacramento Course Location:

THE CITIZEN HOTEL, 926 J STREET, SACRAMENTO, CA 95814 – Sign-in Hotel Lobby & Course on 7th Floor

Course Date

FULL Thursday, April 11, 2019

Thursday, May 23, 2019

Thursday, June 27, 2019

(6/27 is the last course available prior to the 6/30 deadline)

Course Time

1:30 p.m. – 3:30 p.m.

1:30 p.m. – 3:30 p.m.

1:30 p.m. – 3:30 p.m.

Deadlines

April 4th, by noon

May 16th, by noon

Jun. 20th, by noon

- PLEASE ARRIVE 15-20 MINUTES EARLY TO SIGN IN
- APPROPRIATE FORMS WILL BE AVAILABLE FOR ATTORNEYS SEEKING MCLE CREDIT
- LATE ARRIVALS ARE NOT ADMITTED
- EARLY DISMISSALS ARE NOT PERMITTED

DEADLINE APPLIES TO:

DATE CHANGE REQUESTS, REFUND REQUESTS, CANCELLATIONS, NO SHOWS, (no shows/cancelations after deadline will be required to mail in new sign-up form and \$50 fee in order to reschedule). Change requests must be submitted in writing by emailing stacey.medlock@sen.ca.gov & received in the Committee office BEFORE the course deadline.

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