



The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

EXECUTIVE STAFF ETHICS TRAINING

March 2, 2012

1:00 p.m. to 2:00 p.m.

Richard J. Hughes Justice Complex

4th Floor Conference Center

25 Market Street

Trenton, NJ

Program Summary

This course will examine ethics requirements for employees of the executive branch of State government, which includes State departments, agencies, authorities, boards, commissions, colleges and universities. The course will cover the Conflicts of Interest Law, *N.J.S.A. 52:13D-12 et seq.*, ethics rules, *N.J.A.C.19:6.1 et seq.*, the Uniform Ethics Code and ethics-related ethics executive orders. The presentation will address the most recent changes to the State executive branch ethics law and focus on specific subject areas most likely to affect executive branch attorneys, including how to comply with the ethics rules regarding gifts, attendance at events, outside activities, secondary employment, conflicts of interest and post employment restrictions. Ethics requirements will be illustrated with case studies from the files of the New Jersey State Ethics Commission as well as recent court cases of special interest. **This session will satisfy the mandatory ethics training requirement for State executive branch employees.**

Who Should Attend?

This program is for the Executive Staff of the Office of the Attorney General **only**. Only those invited to attend should register. Please do not attempt to register for this program if you have not already been so informed.

Who Is the Faculty?

Margaret Cotoia, Esq. is the Ethics Training Officer for the New Jersey State Ethics Commission. Prior to joining the Commission, Margaret worked for the New Jersey Department of Labor and the Public Employment Relations Commission in human resources and labor relations as a trainer, labor mediator, hearing officer and staff attorney. Since she joined the Commission, Margaret has

provided ethics training for State employees and Special State Officers at 26 State departments and over 70 authorities, boards and commissions. Margaret has designed instructor led ethics programs, the mandatory ethics briefing, on-line training programs and ethics educational materials including ethics posters and brochures. She has also trained ethics officers and staff development professionals to provide ethics training at their agencies and provides continuing ethics instruction to Ethics Liaison Officers at the Commission's quarterly educational meetings. Moreover, has been a member of the National Attorneys General Training and Research Institute's faculty. Margaret holds a B.S. from Georgetown University in Washington, D.C. and a J.D. from the Penn State University Dickinson School of Law in Carlisle, PA.

How Do I Register?

Those invited to participate in this program will be able to register by going to <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> and creating an account. (Your computer must be attached to the government's Garden State Network.). If you are unable to access the above link kindly email the Advocacy Institute at: AdvocacyInstitute@lps.state.nj.us for an authorization code to allow you access to the registration system through the My New Jersey portal. Once you receive the authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create an account, if you do not already have one. Once you do, you then will be able to register through the portal at <http://www.state.nj.us>.

CLE Credit

NJ CLE Credit: This program had been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.2 hours of total CLE credit. Of these, 1.2 qualify as hours of credit for ethics/professionalism.

NY CLE Credit: 1.0 ethics credit (pursuant to the approved jurisdiction policy).

PA CLE Credit: 1.0 ethics credit (\$1.50 mandatory registration fee required).