



Training Certification for Members of County Advisory Bodies

Members of Contra Costa County's independent and advisory bodies are required to take two trainings.

Instructions:

1. **Brown Act & Better Government Ordinance Training:** Brown Act and Better Government Ordinance Training must be completed within 60 days of appointment, and every two years thereafter. This training is available as a video on the Clerk of the Board website, or as an in-person training. Contact the Clerk to find out about opportunities for in-person training.
2. **Ethics Training:** Ethics training, also referred to as AB 1234 Local Government Official Training, is provided by the Fair Political Practices Commission (FPPC). This training is available on their website, and generates a certificate upon completion. Please retain the certificate from the FPPC. Advisory body members who receive compensation, salary, stipend, or expense reimbursement must complete AB 1234 ethics training every two years. All other advisory body members should complete this training once within the first 60 days of appointment.

Certification

By signing below, I certify that on _____, I have watched or attended the entire training: "**The Brown Act and Better Government Ordinance.**"

By signing below, I certify that on _____, I completed the Fair Political Practices Commission (FPPC) training: "**Ethics for Local Government Officials.**" I have received the certificate of completion from the FPPC.

(Name of Member)

(Date)

(Name of Advisory Body)

Return this Certification to staff of your advisory body. Your training completion status will be included in your advisory body's annual report to the Contra Costa County Board of Supervisors. The chair or staff to your advisory body must keep all certifications on file.