



TOWN OF PRINCETON

6 TOWN HALL DRIVE
PRINCETON, MA 01541

OFFICE OF THE TOWN CLERK

Phone: (978) 464-2103

Fax: (978) 464-2106

Email: townclerk@town.princeton.ma.us

Hours: Mon-Wed 8am-4pm

Thursday 8am-2pm

Website: www.town.princeton.ma.us

Mandatory State Ethics and Conflict-Of-Interest Training

The State's Conflict of Interest Law requires that **all** municipal employees receive and review a copy of the Summary of Conflict of Interest Law and complete the Mandatory Ethics Training module every two years.

The Summary of Conflict of Interest Law and the training module are online and instructions for completing the requirements are below. Please complete both prior to your first day of work.

CONFLICT OF INTEREST LAW / MANDATORY EDUCATION AND TRAINING REQUIREMENTS

- Visit the website: <https://massethicstraining.skillburst.com/>
- You will be prompted to enter your name and email address. Please select Princeton as your agency/organization.
- You will receive an email to create a login.
- Upon logging in for the first time, there will be two courses assigned to you, the conflict-of-interest training, and the code of ethics acknowledgement for municipal employees. Please complete both within 30 days.
- There is no need to print out the completed certificate and acknowledgement. As the local administrator for the State Ethics program in Princeton, I will be able to go into the program and monitor compliance. After 30 days, reminders will be sent as needed.

If you do not have access to a computer or have any questions, please contact my office for assistance.

Sincerely,

Alissa Horsung
Town Clerk