State of Maryland Ethics Commission
Thinking Ethically: Conflicts of Interest Training
Lesson Navigation Quick Reference Guide

V1.0

October 2020
1. This training is composed of 12 lessons. Each lesson must be completed in sequential order. They are listed on the left side of the page.

   **Note:** Do not click the title of the next lesson which is displayed along the left side of the page to advance to the next lesson in the course. The titles of the lessons shown on the left side of the page serve as an indicator of your progress through the course, with a checkmark symbol shown next to each title of a completed lesson. Please click the down-arrow located under the lesson title at the bottom of the page to advance to the next lesson. Use the scrollbar, if necessary, to view all the content within the page.

The 12 lessons in this training are listed below:

- Navigating Through the Course
- Introduction and Seeking Commission Advice
- Conflicts Generally
- Participation Restrictions
- Secondary Employment Restrictions
- Financial Interests Restrictions
- Post-Employment Restrictions
- Gift Restrictions
- Prestige of Office
- Confidential Information
- Enforcement of the Public Ethics Law
- Final Thoughts
2. After reviewing the information in the first lesson, Navigating through the Course, click on the link for Lesson 2: Introduction and Seeking Commission Advice at the bottom of the page.

3. Lessons 2–12 have similar formats. Each lesson is presented through an embedded video player located in the middle section of the page. Click the (Play) button to start the video.

4. After you have finished watching the video and click the Next button, you are directed to the lower section of the page, where a video displays to launch a video quiz on the content that you just learned. Click the (Play) button to start the quiz.
5. Click the Start button.

ATTENTION FINANCIAL DISCLOSURE FILERS!

You will need to complete the second part of this training titled “Financial Disclosure” to receive credit.