



MONTGOMERY COUNTY BOARDS, COMMITTEES, AND COMMISSIONS (BCCs) REQUIRED TRAINING

Mont. County Code Sec. 2-148 (d) BCC members (including ex officio members) and staff are **required** to take the three training modules below within 90 days of their confirmation or assignment to a BCC. The link to each training can be accessed separately below.

MONTGOMERY COUNTY ETHICS LAW TRAINING – The training is online, and consists of viewing a 50-minute video, completing an evaluation form, receiving a certificate by email and uploading the certificate.

- **Link to Montgomery County Ethics Law Training:**
www.montgomerycountymd.gov/Ethics/training/bcc-ethics-training.html
- Each individual trainee should electronically save the certificate received by email.
- **If there is no evaluation link after the training**, the pop-up blocker in the browser should be turned off. Fast forward to the 48 minute and 20 second part of the video. The **evaluation** button appears beneath the video at about the 48 minute 25 second mark. If members are still unable to access the evaluation and certificate, please let staff know.
- **There may also be an issue if members have already registered for the Ethics Training and try to re-register.** In that case they can register again using a different email address. If they don't have another email address to use, please let staff know and TEBS can "unregister" them from the training.

MARYLAND OPEN MEETINGS ACT (OMA) TRAINING – The training takes approximately 2-1/2 hours and consists of six training lessons. The training should be completed as soon as possible; however, if the participant can't complete the training all at once, it may be broken up into multiple sessions **using the same computer**.

- **Link to Maryland Open Meetings Act Training:**
www.igsr.umd.edu/VLC/OMA/class_oma_intro1.php
- Fill out and print a certificate of completion of the training. Each individual trainee should complete their own certificate. **Certificates must be printed immediately upon completion of the training.** After the training is completed, the certificates will not be accessible.
- Each individual trainee should electronically scan and save their certificate.

PARLIAMENTARY PROCEDURE TRAINING – The training is online, and consists of viewing a short video, taking a quiz, receiving a certificate by email and uploading the certificate.

- **Link to BCC Parliamentary Procedure Training:**
www.montgomerycountymd.gov/boards/training/parliamentary-procedures.html
- Each individual trainee should electronically save the certificate received by email.

LINK TO UPLOAD TRAINING CERTIFICATES OF COMPLETION – For all three training modules.

- Each individual trainee should upload the certificate received by email using the form on the BCC webpage. Individuals should complete the online form, which includes a field for the staff liaison's email address and generates an email to the staff liaison with the certificate attached. Staff liaisons should then track the participation of their BCC members. Below is a link to the form to upload a certificate:
- **Link to Upload Training Certificate of Completion:**
<https://www.montgomerycountymd.gov/boards/training/certificate.html>