

## BOARD MEMBER REQUIRED TRAININGS AND FORMS

### California law requires all DCA Board Members to complete\*:

- 1) Oath of Office
- 2) Form 700 Statement of Economic Interests (Assuming, Annual April 1 and Leaving Forms)
- 3) Board Member Orientation Training
- 4) Ethics Training
- 5) Sexual Harassment Prevention Training
- 6) Defensive Driver Training

***\*Upon completion of required trainings, please provide copies of completion certificates to the Executive Officer and DCA at [MemberRelations@dca.ca.gov](mailto:MemberRelations@dca.ca.gov).***

### Oath of Office

- An [Oath of Office](#) must be executed before a notary, judge, or any other officer authorized to administer oaths.
- The Oath must be completed within 30 days of appointment and/or before performing any official business as a Board Member (including reviewing disciplinary actions, attending meetings, etc.)
- Completed Oaths should be submitted to the Board Executive Officer, DCA Board and Bureau Relations, and DCA Office of Human Resources.

### Form 700 - Statement of Economic Interest & Conflict of Interest Filing

- The Form 700 Assuming Office form must be filed within 30 days of your appointment.
- Appointees must file the Form 700 Annual Statement **every April 1**.
- Appointees must file a Form 700 Leaving Office Statement within 30 days of leaving the board.
- DCA utilizes NetFile to electronically file Form 700s directly with the Fair Political Practices Commission. For NetFile account questions, please contact Melissa Gear, [melissa.gear@dca.ca.gov](mailto:melissa.gear@dca.ca.gov).

### Board Member Orientation Training (BMOT)

**(1 day: 9am to 5pm)**

- Board Members are required to complete BMOT within one year of appointment and re-appointment to the board.
- BMOT is a live, training that is typically offered three times per year.
- Register via the Learning Management System (LMS): <https://dca.csod.com/>

### Ethics Training

**(2 hours approx.)**

- Board Members are required to take an ethics training course within the first six months of appointment and repeat this ethics orientation every two years throughout their term on the board.
- The training is online, interactive and can be completed at your convenience.
- State Officials Ethics Training Course available at: <http://oag.ca.gov/ethics>

## Sexual Harassment Prevention Training

(2 hours approx.)

- **Note: Every odd number year is a mandatory SHP Training year for DCA.**
- Board Members are required to complete this training every two years.
- The training is online, interactive and can be completed at your convenience.
- Board members: must complete the Supervisory training.
- Committee members: must complete the Non-Supervisory training.
- Training available via the Learning Management System (LMS):  
<https://dca.csod.com/>

## Defensive Driver Online Training

(2.5 hours approx.)

- All State employees and Board Members who drive a vehicle on official State business must complete the Department of General Services (DGS) approved Defensive Driver Training course at least once every four years.
- The training is online, interactive and can be completed at your convenience.
- Training available at: <https://ddt.dgs.ca.gov/>

## Questions? DCA can help!

- Melissa Gear, Deputy Director, Board and Bureau Relations  
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- DCA Board Member Resources Center  
[https://www.dca.ca.gov/about\\_us/board\\_members/index.shtml](https://www.dca.ca.gov/about_us/board_members/index.shtml)