



BOARD MEMBER REQUIRED TRAININGS & 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 and Policy Acknowledgements
- 6) Workplace Violence Prevention Training and Policy Acknowledgement
- 7) Information Security Awareness Training
- 8) Defensive Driver Training

****Upon completing the required training, please provide copies of completion certificates to your Executive Officer and DCA at MemberRelations@dca.ca.gov.***

Oath of Office

- 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.).
- An [Oath of Office](#) must be executed before a notary, judge, or any other officer authorized to administer oaths.
- Completed Oaths should be submitted to the Board's Executive Officer, DCA Board and Bureau Relations, and DCA Office of Human Resources.

Form 700 - Statement of Economic Interest

- 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.
- You are required to file Form 700s directly with the Fair Political Practices Commission (FPPC). For FPPC account questions, contact Melissa Gear, at melissa.gear@dca.ca.gov, or FPPC at Form700@fppc.ca.gov.



Board Member Orientation Training (BMOT) (9 am to 4 pm)

- Board Members must complete BMOT within one year of appointment and re-appointment to the board.
- BMOT is an interactive training 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 every two years throughout their term.
- Ethic 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 (SHP) (2 hours approx.)

- Board and Committee Members are required to complete this training every two years. The Policy Acknowledgement Forms must be signed annually.
- SHP is online, interactive, and can be completed at your convenience.
- Training is available via the Learning Management System (LMS):

<https://dca.csod.com/>

Workplace Violence Prevention Requirements (1 hour approx.)

- Board and Committee Members must complete this training and the Policy Acknowledgement Form annually.
- The training is online and can be completed at your convenience.
- Training is available via the Learning Management System (LMS):

<https://dca.csod.com/>



Information Security Awareness Training (1 hour approx.)

- Board and Committee Members with a DCA email must complete this training annually.
- Training is available via the Learning Management System (LMS):

<https://dca.csod.com/>

Defensive Driver Online Training (2 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, and interactive and can be completed at your convenience:

<https://www.dgs.ca.gov/Services/Page-Content/Service-List/Enroll-in-Defensive-Driver-Training>

Questions? DCA can help!

- Melissa Gear, Deputy Director, Board and Bureau Relations
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574-8301 | Cell: (916) 223-2675

- DCA Board Member Resources Center

https://www.dca.ca.gov/about_us/board_members/index.shtml