

The Miami-Dade Commission on Ethics and Public Trust has instituted a virtual platform to offer online Lobbyist Training and Lobbyist Refresher Course training in response to the global pandemic we are currently facing. Although we have gone live with Phase 1 and 2 of this virtual training which allows an individual to view the course and print their certificate of completion, we are still working on completing Phase 3 of the project that will augment the websites' capabilities. Because we are currently in the midst of this rollout, we have learned that the existing sign-up process has brought about some confusion. In order to clear up some of this confusion please be aware of the following when signing-up for virtual training:

- 1) You must click [here](#) in order to sign-up for your course.
- 2) Although the website lists actual dates that you must select to take the course on, please be aware that the training session is completely online and the course **can be viewed at any time or day** that you deem suitable. There **is no in person training**.
- 3) Once you sign-up and pay for the course, you **will be sent an email** within 24-48 hours that will contain a link to another website where you can view the course and generate your certificate of completion.
- 4) If you think you have not reached an email with the link to view the online course **please check your spam/junk emails** before contacting the Commission on Ethics.
- 5) Be aware that if you do not pay for the course then your Certificate of Completion will not be valid.
- 6) If you have any further questions, please email Rodzandra Sanchez from the Commission on Ethics by emailing her at [Rodzand@miamidade.gov](mailto:Rodzand@miamidade.gov)

Please excuse any confusion that the current process may present but be aware that a more polished and user-friendly version of this online training should be available in the upcoming months.