

Training Certification for Members of County Advisory Bodies



Contra Costa County's independent and advisory body members are required to take three trainings within three months of appointment and every two years thereafter.

Instructions:

1. **Brown Act & Better Government Ordinance Training:** This training is available as a [video](#) and [materials packet](#), or as an in-person training. Contact the Clerk of the Board at ClerkoftheBoard@cob.cccounty.us or (925) 655-2000 for more information.
2. **Ethics Training:** Ethics training, also referred to as AB 1234 Local Government Official Training, is provided by the Fair Political Practices Commission (FPPC). To complete this training, please [create an account](#) and retain the certificate generated from the FPPC at the end of the training.
3. **Implicit Bias Training:** Implicit Bias Training is provided by the UCLA Office of Equity, Diversity and Inclusion through an [online video series playlist](#) (click the white "Play all" button on the left side of the webpage).

Alternatively, evidence of completion of comparable training from other jurisdictions within the most recent two years can be accepted and will satisfy of the County's training requirement for any of the above courses.

Certification

By signing below, I certify that on _____ (date), I have watched or attended the entire training titled "**The Brown Act And Better Government Ordinance**" OR have completed an alternative training program.

By signing below, I certify that on _____ (date), I completed the Fair Political Practices Commission (FPPC) training "**Ethics for Local Government Officials.**" I have received the certificate of completion OR have completed an alternative training program.

By signing below, I certify that on _____ (date), I watched the seven videos in the UCLA "**Implicit Bias Video Series**" OR have completed an alternative training program.

(Name of Advisory Body)

(Name of Member)

(Date)

****RETURN THIS CERTIFICATION TO STAFF FOR YOUR ADVISORY BODY****

Your training completion status will be included in your advisory body's Annual Report and Triennial Review to the Contra Costa County Board of Supervisors. The chair or staff to your advisory body must keep all certifications on file.