

**Fiscal Officer Integrity Act** – guide and accompanying notes should help you through the process of logging your hours:

**#1** – Go to <https://ohioauditor.gov/fiscalintegrity/> and log in, create a login if you do not have one.

**#2** – If you are CPIM certified (completed your 6 annual CPIM hours):

- Click on My Profile
- Is “Yes” checked for the question “Are you CPIM Certified” – if “Yes” move on to #3 below.
- If “No” - click on “Edit Profile” and click the check box for “Yes”
- Click “Update Profile”

See additional Notes below

**#3** – If you attended a session with Susan Willeke from the Ohio Ethics Commission:

- Click on “Training” then on “Training Search” and type in keyword “Ethics”
- Select it and register your hours

See additional Notes below

**TIP:** If you leave the “Keyword” field empty and click “Search” all training selection options will appear.

**Notes:** The Auditor or State’s Office (AOS) will apply 19 hours of exemption credit towards the 24 hours required per initial four-year period (term for elected fiscal officer OR simply a 4-year period for non-elected fiscal officers), by selecting “Yes” for the question “Are you CPIM Certified.” How do they come up with 19 hours? CPIM requires 6 hours per year, multiplied by 4 years per period/term equals 24, minus the 3 hours of required Certified Public Records Training, minus 2 hours of required Ethics Training, equals 19 hours.

So, if you select that you are CPIM certified and complete the Certified Public Records Training by the AOS, OR the Attorney General’s office (3 hours) and Ethics Training through the Ohio Ethics Commission (minimum of 2 hours) you should reach your full required 24 hours for the 4-year period/term. It is our understanding that we are all in our initial term since the law has been in effect less than 4 years. After your initial term/period, the requirement is 12 hours, including the Records (3) and Ethics (2) hours – see the “Learn More” section of the AOS’s Fiscal Officer Integrity web pages.

How will you know if you comply for the current period/term? When you are logged in, click on “Certification” and you should see a green check mark next to both of the following:

- Met Fiscal Integrity Act requirements for term.
- Met Ethics Requirement.

If you are having trouble getting the compliance check marks to appear after you have entered all your CPIM, training hours, etc., contact the AOS’s office (Janice D’Alessandro, Director of Professional Education at 614-466-2813).