



Central Office
1550 Main Street
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Springfield, MA
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SPRINGFIELD PUBLIC SCHOOLS - SPRINGFIELD, MASSACHUSETTS

September 14, 2022

RE: Mandatory Conflict of Interest Training

Employees should complete the online Massachusetts Mandatory Conflict of Interest training within 30 days of the date on which they commence employment, and every two (2) years thereafter.

The link to complete the online training is <http://www.muniprogram.eth.state.ma.us/>

When you have completed the online training, you will see a page titled "Successful Assessment Completion." Select the "Print Certificate" option and complete the requested information.

The certificate of completion for the training **must be printed and filed with the City Clerk.** The City Clerk's office is required to maintain a copy

The City Clerk's office may be reached at:

City Clerk, Springfield City Hall, 36 Court Street, Springfield, MA 01103.

A copy of the "Summary of the Conflict of Interest Law for Municipal Employees" is attached for your review and receipt is acknowledged upon email delivery.

Questions regarding the Conflict of Interest law can be forwarded to the City Clerk or the Springfield Law Department.

Thank you for your attention to this matter.