

OPEN GOVERNMENT TRAINING INSTRUCTIONS

The required “Open Government” training can be found on the Washington State Office of the Attorney General’s website: <http://www.atg.wa.gov/opengovernmenttraining.aspx>.

The Open Public Meetings Act (OPMA) training for municipal agency commissioners is “Lesson 3” and can be found at the link above. **This training is legally required. Please make sure to complete the course immediately after appointment or at least before the first meeting as the new appointee.**

For municipal agency commissioners to meet the training requirement, follow these steps:

- 1) Go to the website (above)
- 2) Scroll down and find “Lesson 3”
- 3) Watch the short, embedded video
- 4) Review the OPMA power point (which can be accessed by a link under the video)
- 5) After completing the training, send acknowledgement to the Clerk’s Office via email to kmuir@dupontwa.gov or via mail to City of DuPont City Hall, 1700 Civic Dr., DuPont, WA 98327 in either of the following ways:
 - At the end of the training, submit an acknowledgment statement (sample below):
 - “I, [enter your full name], have completed the required training for the Open Public Meetings Act, via the Washington State AGO training resources on [date training was held].”
 - At the end of the training, complete the certificate template found below the lessons and under the title “**Last Step: Training Documentation.**”

- **Lesson 3:**

- Open Public Meetings Act - RCW 42.30

NOTE: There is a section in “Lesson 3” titled “Other Resources.” These extra trainings are not required but are helpful and available for you to review.

For Planning Commission Members ONLY: Please take the “**Short Course on Local Planning**” training. This link <https://www.commerce.wa.gov/serving-communities/growth-management/short-course/> provides a current schedule of local trainings at certain locations. You may also watch the full list of “Basic Short Course Videos (2015)” on the same webpage link to meet the City’s insurance (RMSA) requirements. The certificate, when completed, can be found at <https://deptofcommerce.app.box.com/s/3ogefapfj8p17zznyn674lsbp7su5wgw>.

For City Administrators/City Council/Mayor: Please register for one of the “Elected Officials Essentials” training events, which may be found at <https://wacities.org/data-resources/knowning-the-legal-territory#part3>.

All certificates and / or acknowledgement statements are submitted to the City Clerk.