

Respectful Workplace Training Reporting Instructions

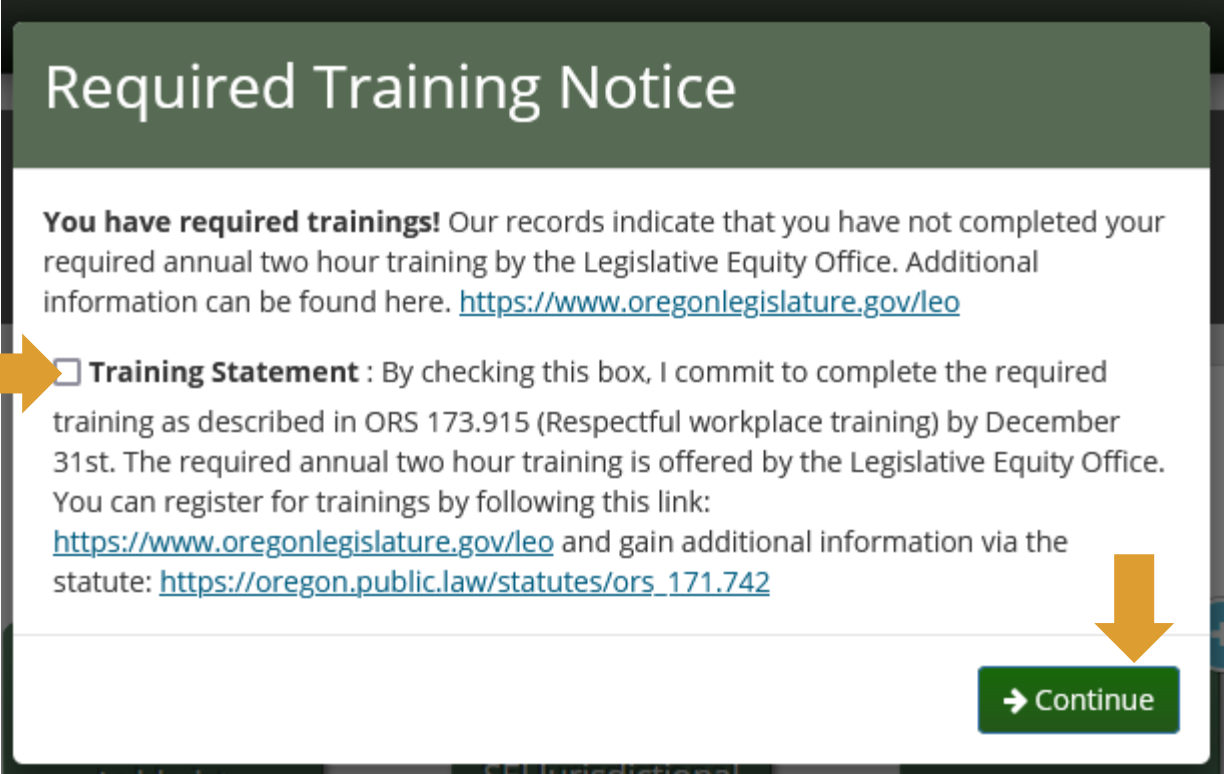
Per House Bill 3377 (2019), all lobbyists in Oregon that were active for any period during a calendar year must complete a two-hour training presented by the Oregon Legislative Equity Office (LEO). Training registration is available on [LEO's website](#).

Lobbyists are required to report their commitment to taking this training and the completion of the training in OGEC's Electronic Filing System (EFS).

How to Report Your Commitment to Taking the Training in EFS

- 1) Log into your lobbyist account on EFS. If you are creating your lobbyist account or logging in for the first time that year, a pop-up will appear reminding you of the training requirement and commitment.

You must click the box saying you are committed to completing the required training before selecting the Continue button.



Required Training Notice

You have required trainings! Our records indicate that you have not completed your required annual two hour training by the Legislative Equity Office. Additional information can be found here. <https://www.oregonlegislature.gov/leo>

☐ **Training Statement :** By checking this box, I commit to complete the required training as described in ORS 173.915 (Respectful workplace training) by December 31st. The required annual two hour training is offered by the Legislative Equity Office. You can register for trainings by following this link: <https://www.oregonlegislature.gov/leo> and gain additional information via the statute: https://oregon.public.law/statutes/ors_171.742

→ Continue

How to Register Your Completed Training in EFS – Reports Tab Option

- 1) From your account, you have two options to record the training. The first option is found by selecting the “Reports” tab.

Reports Registrations Penalties & Sanctions (0) Documents Communications Trainings

Current Reports and Amendments

Year	Quarter	Confirmation Number	Status	Filing Date	Documents	Estimated Expense	Edit / Amend	Delete
2025	Q3	H3DA8AC	Filed	10/1/2025	No	No	+	
2025	Q2	ACX0M0G	Filed	9/3/2025	No	No	+	
2025	Q1	HUUN7T2	Filed	4/11/2025	No	No	+	
2024	Q4	C9HRB4T	Filed	4/11/2025	No	No	+	
2024	Q3	HRRRAWJU	Filed	4/11/2025	No	No	+	
2024	Q2	A171C65	Filed	4/11/2025	No	No	+	
2024	Q1	N88HMH	Filed	4/11/2025	No	No	+	

First Previous 1 Next Last

Show 15 entries

+ File a New Report

+ Submit a New Training

- Below the listed reports are two bright blue buttons. Select the “Submit a New Training” button.
- A Training Submission pop-up will appear with the fields that need to be completed. After filling out the date of the training, training year, training location, training duration, and lobbyist’s principal office location, select “Complete”.

Training Submission

Training *
Respectful Workplace

Training Year *
2025

Date of Training *
2/12/2025

Training Location *
Salem
Training Location is either online (first option) or city in which the training was held.

Training Duration Hours *
2

Principal Office Location *
Oregon
This is the Lobbyist's principal location.

Cancel Continue

- Your training is reported for the year! Remember to come back and report future trainings each calendar year that you are a registered lobbyist in Oregon.

How to Register Your Completed Training in EFS – Trainings Tab Option

- 1) The second option is found by selecting the “Trainings” tab.

Your role is currently set as *lobbyist*.

Your report status is **CURRENT**

Your registration status is **ACTIVE**

Reports Registrations Penalties & Sanctions (0) Documents Communications **Trainings**

Training Reports

Training Name	Commitment Date	Training Duration	Training Location	Principal Office Location	Date of Training	Training Year	
Respectful Workplace	4/11/2025	2	Salem	Oregon	2/12/2025	2025	Edit

- 2) A list of the years you have made the commitment to taking the lobbyist training will be shown. Click the “Edit” button on the relevant year to report that you have taken the training.
- 3) A Training Submission pop-up will appear with the fields that need to be completed. After filling out the date of the training, training year, training location, training duration, and lobbyist’s principal office location, select “Complete”.

Training Submission

Training *
Respectful Workplace

TrainingYear *
2025

Date of Training *
2/12/2025

Training Location *
Salem
Training Location is either online (first option) or city in which the training was held.

Training Duration Hours *
2

Principal Office Location *
Oregon
This is the Lobbyist's principal location.

[Cancel](#) [Continue](#)

- 4) Your training is reported for the year! Remember to come back and report future trainings each calendar year that you are a registered lobbyist in Oregon.