



MUNICIPAL TRAINING

[R.S. 33:1420.32](#) and [R.S. 38:2225.7\(D\)](#)

Overview

This document is a summary of the general principles and guidelines concerning [**Municipal Training**](#). This document is presented in a “frequently asked questions” (FAQ) format. While the answers are fairly detailed, remember that every situation is unique and that each one deserves careful individual review.

To facilitate your use of this document, links within the document will direct your attention to related areas within the document and to other documents posted on the Louisiana Legislative Auditor’s website and on external websites. For example, in the index section, you may go directly to any area of the FAQ by clicking the question you wish to view. Within the FAQ, several links will direct you to other areas of the FAQ and to relevant external documents. If you click on an individual question number within the document, a link will return you to the index to allow selection of another question to view.

Index

I. Overview and Purpose

1. [Why is this training required?](#)
2. [Is the training provided online?](#)
3. [Is there a cost to complete the training?](#)
4. [Who should I contact if I have questions about the training process?](#)

II. Who Is Required to Complete the Training

5. [Who is required to take the training?](#)
6. [Who determines whether a municipal employee is required to complete the training?](#)
7. [If someone takes office or starts employment during the year, when must they complete the training?](#)
8. [Are city court judges required to take this training?](#)

III. Training Requirement and Training Cycle

9. [How often must the training be completed?](#)
10. [How many hours of training are required?](#)
11. [Can other training be substituted for this training?](#)
12. [What happens if a required person does not complete the training?](#)

IV. Registration

13. [How do I register for the training?](#)
14. [What information is needed to register?](#)
15. [Can one person register multiple people/How many people can be registered for one course?](#)
16. [Can someone be added after registration is submitted?](#)
17. [Do I need to create a username or password?](#)

V. Completing the Training

18. [How do I access the training after registration?](#)
19. [Can I complete the training over several days/Can I pause the training?](#)
20. [What happens if I exit the training before it is complete?](#)
21. [Can I fast-forward or rewind the training video?](#)
22. [What should I do if the video freezes?](#)
23. [What should I do if my internet connection drops or if I accidentally close my browser?](#)

24. Can I take the training more than once?

VI. Attendance Prompts

- 25. What are the attention prompts and do I have to acknowledge every prompt to receive credit?
- 26. Does the training continue if I do not respond to a prompt?
- 27. If a group is watching together, does each person have to acknowledge the prompts?
- 28. If the training session ends because I missed a prompt, can I restart?

VII. Certificates and Records

- 29. How do I obtain my certificate?
- 30. If a group completes the training, will each person receive credit and a certificate?
- 31. What should I do if my certificate does not generate?
- 32. Who should keep a copy of the certificate?
- 33. How long should the municipality keep the certificate?
- 34. Does the certificate need to be submitted to LLA?
- 35. Will LLA maintain a record of completed training?

VIII. Municipality Responsibilities

- 36. Should municipalities track/keep a list of who has completed the training?
- 37. Should training certificates be kept in municipal records?
- 38. Should municipalities remind officials and employees to complete the training/ What should a municipality do if a required person does not complete the training?
- 39. Will this be reviewed during the annual audit or other engagement?

IX. Technical Requirements

- 40. Do I need internet access to take the training?
- 41. What browser is necessary to complete the training?
- 42. What kind of device can I use to take the training?
- 43. Who should I contact for technical assistance?

I. Overview and Purpose

1. Why is this training required?

During the 2025 Legislative Session, the Louisiana Legislature enacted [R.S. 33:1420.32](#) and [R.S. 38:2225.7\(D\)](#). These statutes require that, beginning July 1, 2026, all elected municipal officials and personnel involved in procurement, public works, or contract administration complete at least one hour of instruction each year focused on the Louisiana Public Bid Law and related contracting requirements. The statutes are intended to strengthen accountability and improve consistency in how municipalities handle public funds and contracts. By ensuring that those responsible for contracting decisions receive regular, standardized training, the new laws aim to reduce errors, enhance transparency, and minimize audit findings across local governments.

2. Is the training provided online?

Yes, the training is provided online by the Louisiana Legislative Auditor (LLA) through a training portal on LLA's website. You may access the portal by visiting the LLA's website at <https://lla.la.gov> under the "Resources" tab.

3. Is there a cost to complete the training?

No. The training is free.

4. Who should I contact if I have questions about the training process?

You may email your questions about this process or the portal to MTraining@lla.la.gov or call the LLA's Legal department at 225.339.3871.

II. Who is Required to Complete the Training

5. Who is required to take this training?

All elected municipal officials and personnel involved in procurement, public works, or contract administration must complete the training. [R.S. 33:1420.32](#) and [R.S. 38:2225.7\(D\)](#).

6. Who determines whether a municipal employee is required to complete the training?

The determination of which municipal employees' job duties involve procurement, public works, or contract administration is one for the mayor (or equivalent chief executive officer) and the governing authority.

7. If someone takes office or starts employment during the year, when must they complete the training?

Anyone elected in a municipality or hired by a municipality whose job duties include procurement, public works, or contract administration must complete this training before the end of the calendar year in which they take office or start employment. For example, if a town hires someone for a position with job duties that include procurement activities and that person begins working in November of 2026, that new hire must complete the training by December 31, 2026. If someone is elected in November of 2026 but takes office in January 2027, they must complete the training by December 31, 2027.

8. Are city court judges required to take this training?

No. City courts fall within the judicial branch of government under Art. V, Sec. 15 of the Louisiana Constitution. Therefore, city court judges are judicial officers, not municipal officers. Therefore, the requirements of [R.S. 33:1420.32](#) and [R.S. 38:2225.7\(D\)](#) do not apply to them.

III. Training Requirements and Training Cycle

9. How often must this training be completed?

This training is required to be completed annually. During the first reporting year, the training must be taken between July 1, 2026 and December 31, 2026. Thereafter, the training must be taken during each calendar year (i.e., between January 1st and December 31st).

10. How many hours of training are required?

One hour of instruction focused on the Louisiana Public Bid Law and related contracting requirements is required each year.

11. Can other training be substituted for this training?

No other training may be substituted for this training. [R.S. 33:1420.32](#) and [R.S. 38:2225.7\(D\)](#) mandate that this instruction is to be provided by the LLA.

12. What happens if a required person does not complete the training?

Failure by a required person to complete the training may result in an audit finding of noncompliance with [R.S. 33:1420.32](#) and [R.S. 38:2225.7\(D\)](#).

IV. Registration

13. How do I register for training?

To register for training, a user must first access the training portal by visiting the LLA's website (<https://lla.la.gov>) under the "Resources" tab or at the following link:

<https://lla.la.gov/go/MunicipalTraining>.

Once a user accesses the training portal, he or she must click the registration page and provide the requested information. After registering, participants will be directed to the training video.

14. What information is needed to register?

To register, users must select their parish and municipality name, as well as provide their name, job title, birth date and email address. After registering, participants will be directed to the training video.

15. Can one person register multiple people/How many people can be registered for the same course?

The portal allows up to 15 registered participants at one time so that elected municipal officials and/or the appropriate municipal personnel may take the training as a group. After registering, participants will be directed to the training video.

16. Can someone be added after registration is submitted?

No, someone may not be added after registration is submitted. After registering, participants will be immediately directed to the training video.

17. Do I need to create a username and password?

No, the LLA training portal does not require users to create a username and password. Users must register each time they take the training.

V. Completing the Training

18. How do I access the training after registration?

After registering, participants will be immediately directed to the training video.

19. Can I complete the training over several days/Can I pause the video?

Once the training video begins, it can be paused. However, the LLA recommends that users schedule one (1) hour to finish the video in one sitting because if the browser closes or if internet connection is interrupted, users must register again and start the entire video over from the beginning to complete training.

20. What happens if I exit the training before it completes?

If a user exits the training before it completes, he or she will not receive credit for the training. The user must register again and start the entire video over from the beginning to complete training.

21. Can I fast-forward or rewind the video?

No, the fast-forward and rewind functions are not enabled on the training video.

22. What should I do if the video freezes?

If the video freezes, users should check their internet connection and may have to exit the training, re-register, and start the video again from the beginning. If the problem persists, please contact the LLA at 225.339.3871 or by email at MTraining@lla.la.gov.

23. What should I do if my internet connection drops or if I accidentally close my browser?

If a user's internet connection drops or if he/she closes their browser before the video completes, the user will not receive credit for the training. The user must register again and start the entire video over from the beginning to complete training.

24. Can I take the training more than once?

[R.S. 33:1420.32](#) and [R.S. 38:2225.7\(D\)](#) requires all elected municipal officials and personnel involved in procurement, public works, or contract administration to complete this training once a year. If a user would like to take the training more than once a year, he or she may.

VI. Attendance Prompts

25. What are the attendance prompts and do I have to acknowledge every prompt?

An attendance prompt is a question that appears on the screen as you watch the training video to make sure you are watching. The prompts in the training video will ask you to confirm your attendance by "clicking the box" on the screen. The prompts will stay on the screen for 60 seconds.

During the training video, you will see four (4) prompts come on the screen at different intervals. To confirm your attendance and to receive credit for completing the training, you must acknowledge all

four prompts. If you miss a prompt, the training session will end, and you will have to re-register and re-start the training from the beginning.

26. Does the training continue if I do not respond to a prompt?

If you do not respond to a prompt, the training session will end, and you will have to re-register and re-start the training from the beginning.

27. If a group is watching together, does each person have to acknowledge the prompts?

If a group is watching together, only one person from the group needs to acknowledge the prompts, not each person in the group. The entire group will receive credit.

28. If the training session ends because I missed a prompt, can I restart?

If the training session ends because a prompt is missed, the user will have to re-register and re-start the training from the beginning.

VII. Certificates and Records

29. How do I obtain my certificate?

At the end of the training, you will receive a certificate that the registered participants have taken the training. This certificate is for your records. Please save the generated PDF for your records.

30. If a group completes the training, will each person receive credit and a certificate?

When a group completes the training, each person registered will receive credit but only one certificate with each registered person's name listed will be generated.

31. What should I do if my certificate does not generate?

If your certificate does not generate following completion of the training, please call the LLA's Legal department at 225.339.3871.

32. Who should keep a copy of the certificate?

The municipality should keep a copy of the certificate for each elected official and employee who completes the training. It is optional for the elected officials and employees to keep a copy of the certificate.

33. How long should the municipality keep the certificate?

The training certificates are public records and should be maintained in accordance with the municipality's records retention schedule.

34. Does the certificate need to be submitted to LLA?

No, please do not submit the certificate to the LLA. The certificate is for the municipality's and the user's records. The LLA portal system maintains an electronic record of every user who completes the training. The LLA does not need a copy of the certificate.

35. Will LLA maintain a record of completed training?

Yes, the LLA portal system maintains an electronic record of every user who completes the training.

VIII. Municipality Responsibilities

36. Should municipalities track/keep a list of who has completed the training?

Yes, the municipality is responsible for making sure there is compliance with [R.S. 33:1420.32](#) and [R.S. 38:2225.7\(D\)](#).

37. Should training certificates be kept in municipal records?

Yes, the training certificates are public records and should be maintained in accordance with the municipality's records retention schedule.

38. Should municipalities remind officials and employees to complete the training/ What should a municipality do if a required person does not complete the training?

The municipality is responsible for making sure there is compliance with [R.S. 33:1420.32](#) and [R.S. 38:2225.7\(D\)](#). Therefore, the municipality should remind its elected officials and the appropriate employees to complete the training and should make its best efforts to ensure they all complete the training.

39. Will this be reviewed during the annual audit or other engagement?

Yes, [R.S. 33:1420.32](#) and [R.S. 38:2225.7\(D\)](#) requires the LLA to maintain records to document and certify completion of the training by municipal elected officials and employees.

IX. Technical Requirements

40. Do I need internet access to take the training?

Yes, users will need internet access to take the training.

41. What browser is necessary to complete the training?

Accessing this training requires a web browser that fully supports the HTML5 standard. Examples of this include current versions of Firefox, Safari, Chrome and Edge.

42. What kind of device can I use to take the training?

The training portal may be accessed by computer, tablet or mobile device.

43. Who should I contact for technical assistance?

Please direct any further questions via telephone to LLA's Legal department at 255.339.3871 or via email to MTraining@lla.la.gov.