



Office of Boards and Commissions

Public Service Orientation Frequently Asked Questions

1. Who needs to complete the public service orientation?

Under A.R.S. § 38-592 all appointees to a State board or commission must complete the course within six months of their appointment date. You can access the on-line course and take the short test at the Boards and Commissions website: www.azgovernor.gov/bc/

2. This is my second term on the board/commission and I have already attended the public service orientation training. Do I need to complete the course again?

If you have previously completed the public service orientation training, you need not complete the class again. Please provide the Governor's Office of Boards and Commissions a copy of your certificate so your attendance will be reflected in our records. You can scan your certificate and e-mail it to bc@az.gov, or mail a copy of it to us at: Governor's Office of Boards and Commissions, 1700 W Washington St. #420, Phoenix, AZ 85007.

3. What do I do when I have completed the online class?

When you have completed the public service orientation training online it will prompt you to

1. Enter your name as on the appointment letter and oaths,
2. Enter your BC ID number (call 602-542-2449 if you don't have it), and
3. Select the board you are serving on.

Once you select the submit button, the information and completion date are provided to Boards and Commissions and your record will be updated in the database. You will be given the opportunity to print out a certificate of completion which we recommend you keep for your records.

4. Should I take the ethics class prior to appointment?

No, the public service orientation is designed only for those individuals that have already been appointed to a board or commission. Completing the class at the time of your application will have no effect on your application status or the Governor's appointment process.

If you have any additional questions or concerns please contact the Governor's Office of Boards and Commissions at 602.542.2449.