



## Conflict of Interest and Confidentiality Agreement

As a member of the ACF Certification Commission, one of its sub-committees, or a contributor to its activities, I agree to the following terms:

1. I will not disclose or cause to be disclosed to anyone outside of the Certification Commission, its sub-committees, or hired or contracted personnel any confidential information related to any candidate or certificant; information about examination results that is discovered through participation in Certification Commission activities; Certification Commission decisions and actions related to such applications (including disciplinary actions); Certification Commission finances; and other related information. This obligation shall apply at all times and in any circumstance, unless otherwise directed by the Certification Commission or required by law, and shall survive after my term or involvement expires.
2. I will keep all such confidential information in my possession a safe and secure place, and will take all reasonable steps to protect against inadvertent disclosure or theft of the information. If I discover a breach of security, I will immediately contact the certification manager and relay complete and detailed information regarding the incident.
3. Upon expiration of term with the Certification Commission or one of its sub-committees or upon ending my involvement with other Commission activities, I will promptly return to the staff the confidential information received or acquired relating to the certification programs.
4. I assign to the Certification Commission all right, title, and interest in any information or material developed, conceived, modified, or created relating to the certification program.
5. I agree not to engage in actions that may constitute an actual, apparent, or potential conflict of interest with the mission and activities of the Certification Commission and will disclose to the Certification Commission any such conflicts of interest and any business, financial, personal, and organizational interests and affiliations that are or could be construed to be a conflict of interest. I further agree to recuse myself from participation and deliberation on any matter for which I have any significant conflict of interest and agree that the Certification Commission has the ultimate authority to make decisions regarding conflicts of interest and recusal from deliberation or voting.
6. I will not in a false, misleading, or deceptive manner reference participation in the Certification Commission's activities.
7. I will not, for a period of at least two years, be directly involved in any preparation or delivery of exam preparation information beyond what the ACF Certification Commission shares with the general public (i.e., that which would be considered "insider knowledge"). This statement does not preclude the normal faculty activities of academic instruction.

*By signing this form, I hereby agree that I have read and agree to the terms listed above.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_