

**EXAMINATION SECURITY, CONFIDENTIALITY
AND NO-CONFLICT OF INTEREST AGREEMENT**

My signature on this document indicates that I agree to abide by the conditions set forth in the VACC Policy on Conflict of Interest as specifically applied to certification activities. I agree to the following terms and conditions in conjunction with my duties as a member of the

**Job Analysis Task Force**

Your involvement with the Job Analysis process and the confidentiality of the materials exchanged between you and VACC creates a special relationship of trust. In order to maintain the confidentiality of these materials, you agree to comply with the following Guidelines:

1. I shall maintain the security and confidentiality of all confidential examination materials assigned, produced, developed, or reviewed by me while under my control or possession. I shall report any suspected breach I witness or of which I become aware.
2. I shall not reproduce, divulge, or disseminate in any form any portion of the confidential examination materials assigned, produced, developed, or reviewed by me.
3. I shall not retain in any form the original or copies of the confidential examination materials assigned, produced, developed, or reviewed by me after the completion of the project.
4. I shall submit all confidential examination materials to VACC through either the specified authorized secure courier or online item development system, following VACC instructions.
5. I shall keep the confidential examination materials in a locked container while under my possession.
6. I shall not allow any person, other than those authorized by VACC, to have access to any computer accounts granted to me by VACC.
7. You agree that you are not currently providing training or materials intended to help examinees pass this test and that you have not contracted or agreed to provide such training in the future. (University or professional school coursework and/or materials are not considered training to pass the test.)
8. During my term on the test committee and for two (2) years thereafter, I will not participate in any manner in an activity that prepares (or purports to prepare) individuals to take an VACC certification examination, including, but not limited to, (1) offering or participating in a course or program that prepares individuals for an VACC certification examination or (2) writing or contributing to a publication or forum, electronic or otherwise, including, but not limited to, bulletin boards, list-servs, chat rooms, and focus groups, that prepares individuals, formally or informally, for an VACC certification examination.
9. During my term on the test committee and for two (2) years thereafter, I will not sit for the Vascular Access Board Certified (VA-BC) exam
10. I represent and warrant that all examination items that I develop or produce are original works and I hereby hold VACC harmless for any claims for copyright infringement arising from my development or production of such items
11. I agree that all examination items that I develop, produce, or review shall be considered works made for hire, become the property of VACC, and that I shall not make further use of them without written permission from VACC

Your typed name is sufficient as a signature

Signature: xxxxxx

Date: 12/29/2017