

Policy Name	<b>Employee Certification Impartiality</b>
Policy Number	64.02
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	

### Intent

Define requirements that prevent individuals with direct or indirect access to examination content and/or significant involvement in examination development from taking National Registry examinations.

### Scope

The policy covers all National Registry employees and all National Registry examinations for certification.

### Definitions

Impartiality – presence of objectivity; Objectivity means that conflicts of interest do not exist, or are resolved, so as not to adversely influence subsequent activities of the certification body.

### Policy

Any National Registry staff member working in a position that allows on-going access to cognitive examination content must sign an agreement to not own, manage, operate, control or otherwise in any manner be affiliated with any person, entity or business which is a “Competitive Business.”

Individuals are ineligible to become Nationally Registered or to recertify by examination while they have access to confidential National Registry examination content and for a period of two years after their access to examination content has been terminated.

### Rationale

Individuals with the ability to access examination content have a conflict of interest which should prevent them from taking the examinations to protect the rigor and perceived validity of the examinations. Establishing a 2-year waiting period after access has ended ensures that individuals would take a version of the test different than what they had access to and are unlikely to remember specific examination items.

### Related Policies and Procedures

64.01 Confidentiality and Conflict of Interest

### References

NCCA Standards for the Accreditation of Certification Programs

ISO 17024:2012 General requirements for bodies operating certification of persons

Document History			
Version #	Approval date	Effective date	Revision Summary
01	TBD	TBD	Policy created and approved