

Policy Name	Confidentiality & Conflict of Interest
Policy Number	64.01
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	TBD

Intent

Define requirements to establish and protect confidential examination information and address real or perceived conflicts of interest.

Scope

The scope of the policy includes all National Registry certification examinations and personnel, volunteers, and vendors with access to confidential information.

Definitions

Conflict of Interest - A conflict of interest is defined as a situation in which personal or professional concerns or connections of an individual affect his or her ability to place the welfare of the National Registry before personal benefits.

Policy

Confidential Examination Information

The National Registry is committed to protecting confidential and/or proprietary information related to applicants; candidates; certificants; and the examination development, maintenance, and administration process.

Confidential materials include but are not limited to an individual's application status, personal applicant/certificant information, examination development documentation (including job analysis study reports, technical reports, and cut score studies), examination items and answers, examination forms, item banks, individual examination scores, scenarios for psychomotor examinations, and scoring rubrics for psychomotor examinations.

Access to Confidential Examination Information

Access to confidential information will be limited to those individuals who require access in order to perform necessary work related to the certification program during the time frame for which access is required. Access will be granted in compliance with the provisions of the National Registry's security policy(ies).

Control of Access to Confidential Examination Information

To ensure the security of the examination, all test materials are confidential and will not be released to any person or agency, except as required by these policies for the purpose of examination development and administration.

Conflict of Interest

The National Registry supports examination related policies that are free from actual, potential, or perceived conflicts of interest by employees, subcontractors, and those in elected, appointed, or volunteer positions.

Confidentiality and Conflict of Interest Agreements

Individuals with access to confidential National Registry examination content are required to sign confidentiality and conflict of interest agreements agreeing to abide by the National Registry confidentiality policies. Agreements with consultants, contractors, and vendors may address confidentiality and conflict of interest in their contracts.

Agreements are signed at the beginning of service in the role and annually thereafter.

Rationale

Established policies and procedures, covering all personnel involved in the certification program, for the access, maintenance, and release of privileged and confidential examination and candidate information as well as defined requirements to address real or perceived conflicts of interest help to ensure fairness in the certification process, protect the public, and support the integrity of the program.

Related Policies and Procedures

61.02.01 Examination Restrictions

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