



**CONFLICT OF INTEREST STATEMENT**

*(may complete one for all committees/positions requiring this disclosure or one for each committee/position)*

NAME \_\_\_\_\_

COMMITTEE(s)/POSITION(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- Having been elected or appointed to serve on the committee(s) and position(s) detailed above, I hereby attest that I do not have any business or professional interests that could form the basis for a consanguine relationship with a third party who has a potential contract with or through NAB, nor do I have any educational, business or professional interests that could form the basis for a conflict with regard to my position(s). \_\_\_\_ (initial)
- I agree to treat all documentation and information provided to me through or by NAB, that is not freely available to the public, with the appropriate level of confidentiality or protection required, which shall extend to my future membership or future service to any other association(s). I understand that any questions as to what information is confidential or protected will be referred to, and resolved by the Ethics and Conflict of Interest Committee and/or the Chair of the Board of NAB. \_\_\_\_ (initial)
- I agree to disclose, at any time, about any actual, past or future personal conflict of interest of commercial links I have. In addition, I agree to secure myself from deliberation and/or vote on any matter with respect to which I may have an actual or potential conflict of interest. I will list all currently known conflicts of interest that may be related to any of the position(s) for which I'm being appointed or elected. \_\_\_\_ (initial)
- As a member of any NAB committees, I understand I am charged with upholding the policies and procedures of the committee(s). \_\_\_\_ (initial)
- I acknowledge that if I am an applicant to serve as a NAB examination item writer and/or examination committee member who has not already done so, that I was offered and strongly encouraged to take and pass the applicable NAB examination at no cost prior to becoming an item writer or joining an examination committee. If I have not taken the applicable NAB examination, I agree that I will be ineligible to take the applicable NAB examination for a minimum of two years from the time of my last date of participation. Violation of this agreement will result in an invalidation of my exam score, reporting of same to appropriate licensure or credentialing bodies and termination from item writer or committee participation. \_\_\_\_ (initial)
- I furthermore agree to:
  - (initial each)
  - \_\_\_\_ not divulge to any third party verbally or in writing the nature or content of any documentation that is to be considered confidential or protected.
  - \_\_\_\_ not exploit for my own benefit, or improperly use or permit to be used for the benefit of others, any information or knowledge obtained through my position.
  - \_\_\_\_ keep all confidential or protected information in my possession in a safe and secure place and will take all reasonable steps to protect against inadvertent disclosure or theft of the information.
  - \_\_\_\_ immediately inform the chairman of NAB or an appropriate committee chair or staff member if materials have been

compromised due to events such as loss or theft.

\_\_\_\_\_ not engage in actions which may constitute an actual, apparent or potential conflict of interest and any business, financial, or organizational interest and affiliations which are or could be construed to be a conflict of interest.

\_\_\_\_\_ have any materials I prepare for NAB to be considered works-for-hire under the Federal Copyright Act and shall be owned by NAB.

\_\_\_\_\_ not be directly involved in any preparation, educational offering or instructional materials relating to any educational or review courses relating to any NAB examination I was involved in writing questions for or that I was a part of any review activities for, for a period of not less than two (2) years after I am officially no longer serving in that capacity.

\_\_\_\_\_ promptly return to NAB staff by courier or registered mail any confidential or protected information I have received or acquired relating to my position and will not retain copies of this information.

\_\_\_\_\_ have these restrictions apply at all times and in any circumstances even after my work with NAB has concluded, unless otherwise directed by a competent NAB authority.

\_\_\_\_\_ under no circumstance discuss or allude to any section of the exam, its content, or any aspect of exam questions, including but not limited to item construction, or any aspect that is not public information.

\_\_\_\_\_ not share any question or form of a question to anyone or any organization/entity. I understand I am not allowed to share any knowledge of any examination for a minimum of two (2) years after no longer officially in a position to be privy to such information.

\_\_\_\_\_ report to the committee chair and/or NAB chairman any and all activities that could potentially compromise the integrity of an examination and/or its administration or the integrity of any other program to include any personal changes I am aware of that could reasonably affect the appearance of a conflict of interest.

Below is a list of associations, organizations, exam prep course providers, related courses taught, and health care institutions with which I have personal/professional or business interests that may be considered a potential conflict. I shall include being an officer or a member of any Board of Directors of any national or state long-term care/health care related association (sheet(s) attached as necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand and will abide by this Conflict of Interest Statement. I accept the direct personal responsibility to fully disclose and state on any attached sheets any additional known or possible conflicts of interests or possible perceptions of conflicts of interest and to report any and all substantial changes.

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

Printed Name: \_\_\_\_\_ Organization: \_\_\_\_\_