

# APPENDIX I: CFNC Commissioner

## Security, Confidentiality, and No Conflict of Interest Agreement

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International Association of  
Forensic Nurses  
Commission for Forensic Nursing  
Certification

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

My signature on this document indicates that I agree to abide by the conditions set forth below as applied to certification program development activities. I agree to these terms and conditions in conjunction with my duties as a

**CFNC Commissioner**

For and in consideration of the professional benefits of participating in the work of the International Association of Forensic Nurses (Association), including public recognition for my contribution to the profession of nursing, I, the undersigned, agree that:

1. I shall maintain the security and confidentiality of all materials related to or verbally discussed during the Commission for Forensic Nursing Certification (CFNC) meetings; any written or oral information that has been identified as confidential; and any examination-related content or data, including, but not limited to, examination items or certification data that are assigned to me, or that I produce, develop, or review, or which are under my control or possession.
2. I shall report any suspected breach that I witness or of which I become aware.
3. I shall not reproduce, divulge, or disseminate, in any form, any portion of the confidential certification materials that are assigned to me or that I produce, develop, or review.
4. After the completion of my term, I shall not retain, in any form, the original or copies of the confidential certification materials that are assigned to me or that I produce, develop, or review.
5. I shall submit all confidential certification materials to the Association through either a specified, authorized, secure courier or through the Association's designated online process, directed item development system, or other mechanism following the Association's instructions.
6. I shall keep confidential any and all certification materials, including, but not limited to, written and online materials, USB drives, CDs, and usernames and/or passcodes, in a locked cabinet while under my possession.

7. I shall consider usernames and/or passwords that the Association/CFNC grants to me to be confidential and shall not reproduce, divulge, or disseminate them in any form to any person, persons, or entity.
8. I shall not allow any person, other than those authorized by the Association/CFNC, to have access to any computer accounts granted to me by the Association/CFNC.
9. During my term as a CFNC Commissioner and for 2 years thereafter, I will not participate in any manner in any activity that prepares (or purports to prepare) individuals to take an Association-sponsored certification examination, including, but not limited to, (1) offering or participating in a course or program that prepares individuals for a SANE-A® and/or SANE-P® certification examination or (2) writing or contributing to a publication or forum, electronic or otherwise, including, but not limited to, bulletin boards, on- or off-line communities, chat rooms, and focus groups, that prepares individuals, formally or informally, for a SANE-A® and/or SANE-P® certification examination. I agree that all certification materials that I develop, produce, or review, including but not limited to certification examination items, shall be considered works made for hire, that these materials become the property of the Association, and that I shall not make further use of these materials without written permission from the Association.
10. I agree to always act for the good of the Association/CFNC certification program and pledge to represent the CFNC and the Association in a positive and supportive manner at all times and in all places.

If for any reason I find myself unable to meet these commitments and agreements, carry out the above duties, or become ineligible to serve, I agree to promptly resign.

I further understand that review within the CFNC will be the final determination of any matter arising between myself and the CFNC/Association. I agree that any disagreements will be settled by arbitration.

By signing below, I acknowledge that I have read and agree to abide by this agreement. Exceptions to this agreement can only be granted upon prior approval by the CFNC. (Please submit this document to the CFNC and retain a copy for your records.)

\_\_\_\_\_  
CFNC Commissioner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CFNC Commissioner Printed Name

\_\_\_\_\_  
Certification (SANE-A/SANE-P)

\_\_\_\_\_  
CFNC Chair Signature

\_\_\_\_\_  
Date