



Candidate Application Agreement

This Candidate Application Agreement (hereinafter “Candidate Agreement”) contains important terms and conditions governing your ability to apply for certification under the CSBS Education Foundation Examiner Certification Program (hereinafter “ECP”). **Please read it carefully and if you agree to the terms and conditions herein, initial each page in the space provided, sign and date it on the last page, and return to CSBS (by email: certification@csbs.org; by mail: CSBS Examiner Certification Program, 1129 20th Street NW, Ninth Floor, Washington, DC 20036).** If you do not agree to the terms herein and provide a signed copy of this Candidate Agreement to CSBS, you will not be permitted to apply for certification under the ECP.

CLAUSE 1: Application Process

The ECP application process is a confidential one. The contents of an application, including attachments, are accessible only by those individuals who have a vested interest in the process and outcome: the applicant, the applicant’s supervisor, designated state agency staff, CSBS staff (including IT personnel), and in cases of waiver requests, the Certification Committee. Thus, by signing this Candidate Agreement, you agree to respect the confidentiality of the application and application process, subject to and as permissible under the statutes, regulations, rules, policies, procedures, and practices of your employing state agency.

CLAUSE 2: Recertification – Continuing Education

Any state examiner who wishes to participate in the ECP must be willing and able to engage in continuing education (CE) to maintain any certifications awarded through the application process. Potential applicants should give due consideration to their ability in this respect and consult with their supervisors and respective training departments before seeking certification under the ECP. Additionally, program participants agree to random audits of CE submissions.

CLAUSE 3: Behavior and Conduct of Parties to the Application Process

You will not engage in any conduct that would be contrary to good character or reputation, or engage in any behavior that would cause the public to believe that you would not behave lawfully, honestly, or fairly in the execution of your duties.

Additionally, if you become aware of any improper conduct of certified persons, you agree to report such conduct to your supervisor, who will be responsible for notifying certification staff by sending details of the alleged infraction to certification@csbs.org, subject to and as permissible under the statutes, regulations, rules, policies, procedures, and practices of your employing state agency.

You will not use falsified or altered certificates, score reports, or other documents or electronic media to misrepresent training or employment status.

CLAUSE 4: Change in Employment Status

Your application relies in part on employment at a stated level within your agency. Should your employment at the agency be terminated, should you be demoted, or should you become unable to

competently perform the duties for which you are responsible at the time of approval, you agree to report any changes in status to your supervisor, who will, to the extent permitted by law, be responsible for informing certification staff of such changes. If you have not completed one year of employment at the agency after certification is granted, your certification will be revoked. After one year of employment, you may apply to the Certification Committee to maintain your certification should you leave your agency. As a non-agency member, all other requirements will apply, including CEHs for recertification and fees.

CLAUSE 5: Change in Agency Guidelines

Should your agency institute any policy, rule, regulation, guideline that may affect your capability to maintain your certification, particularly as it relates to your ability to participate in continuing education in order to meet the stated requirements, you are required to notify certification@csbs.org without delay.

CLAUSE 6: Possible Consequences of Violations of the Behavior and Conduct Clause

If one or more conditions described in Clause 3 arise, the Certification Committee or its designated agents will review the applicant's certification status thoroughly. The results of such review shall be reported to an applicant's supervisor and/or to the agency employing the applicant. The findings of the review may subject an applicant to denial or revocation of certification.

CLAUSE 7: Breach of Candidate Agreement

Any violation of this Candidate Agreement could subject you to significant consequences, including but not limited to:

- Denial of access to the application process;
- Invalidation of an application;
- Revocation of existing certification credentials;
- Opening of an investigation into the alleged violation;
- Reporting of the alleged violation, and /or the factual findings of any investigation of the alleged violation, to the applicant, the applicant's supervisor, and/or the applicant's and/or supervisor's employer.

If you are alleged to have violated this Candidate Agreement, the matter will be investigated in accordance with the Administrative Action Procedures. These procedures may be found at appendix tab F of the ECP participant handbook. They may be amended or revised from time to time, and any investigation of conduct will be governed by the procedures in place at the time that you submitted your application for review by CSBS.

Please indicate your acceptance of the terms of this Candidate Agreement by entering your first and last name below, placing your signature and the date in the spaces provided, and sending the executed original to certification@csbs.org.

Print first and last names: _____

Signature: _____

Date: _____