



Supervisor Agreement Regarding Certification Applications

This Supervisor Agreement (hereinafter “Agreement”) contains important terms and conditions governing your ability to provide ratings, attestation, and narrative support for certification applications submitted 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 Agreement to CSBS, you will not be permitted to provide the required support to a certification application under the ECP.

CLAUSE 1: Application Process

The ECP application process is a confidential one. The contents of an application, including any 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.

Because the ECP places a high degree of reliance on the ratings and attestation you provide in the application process, by performing these tasks, placing your signature on the application, and submitting it to CSBS for review, you affirm that you are familiar with the applicant’s experience, performance, skills and abilities, and are confident that the applicant meets all requirements of the credential for which he/she is applying. Further, you affirm that the narrative support of each application is unique to the applicant named in the submission.

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. Due consideration should be given to the ability of the applicant in this respect before application is made. Additionally, program participants agree to random audits of CE submissions and it is the expectation of the ECP that all supervisors will assist CSBS staff in performance of these audits.

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, ***particularly those applicants for whom you provided ratings and attestation in the application process***, you will alert CSBS staff to such improper conduct, subject to and as permissible under the statutes, regulations, rules, policies, procedures, and practices of your employing state agency by sending an email outlining the alleged infraction to certification@csbs.org.

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

An application for which you provide attestation, ratings, and other support relies in part on the applicant's employment at a stated level within your agency. Should an applicant's employment at the agency be terminated, should an applicant be demoted, or should an applicant become unable to competently perform the duties for which he/she is responsible at the time of approval, you agree, to the extent permitted by law, to report such changes in status to certification@csbs.org.

CLAUSE 5: Change in Agency Guidelines

Should your agency institute any policy, rule, regulation, guideline that may affect an applicant's capability to maintain a certification, particularly as it relates to the 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 Supervisor Agreement

Any violation of this 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 your employer.

If you are alleged to have violated this 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 submit an application for review by CSBS.

Please indicate your acceptance of the terms of this 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: _____