
Individual's name

Individual's role (guest, committee, work group, or task force) or organization represented

Definitions

A. Conflict of Interest

A conflict of interest occurs whenever an individual has a direct or indirect interest, financial or otherwise, in the outcome of any transaction or matter involving the ASCP BOC. A conflict of interest also occurs whenever an individual has a relationship with other parties to the transaction or matter such that the relationship might reasonably be expected to affect the judgment of the individual in the particular transaction or matter in a manner averse to the ASCP BOC.

B. Impartiality

Professional judgment is compromised by bias (actual or perceived), conflict of interest, or the undue influence of others.

C. Confidentiality

All information pertaining to an individual's application, individual scores, item banks, contents of examinations, and any other items pertaining to the processing of applications, preparation of examinations, or scoring of examinations are confidential.

All communication (oral or written) on items under discussion but not approved by the Board of Governors (BOG) is considered confidential. Information discussed or provided in the BOG meeting is considered confidential until publicly released.

Policy Statement

The ASCP BOC mandates that all ASCP BOC team members and volunteers must comply with and, annually, sign the Confidentiality, Conflict of Interest, and Impartiality (CCOII) Form. The ASCP BOC mandates that any guests or observers sign the CCOII Form in advance of participating in any ASCP BOC activities.

Confidentiality and Conflict of Interest Decisions

- The ASCP BOC Executive Director and, if necessary, legal counsel will review the completed CCOII Forms annually to determine whether any disclosures constitute a potential conflict of interest and, if applicable, determine how such conflicts will be managed, including potential recusal.
- The ASCP BOC Executive Director may conduct further inquiry to inform a determination concerning any individual's continuing role or participation with the ASCP BOC.
- The existence of a relationship posing a potential conflict of interest does not necessarily imply ineligibility to serve, but rather that participation in certain activities should be modified or avoided or in appropriate circumstances, discontinued, as determined by the ASCP BOC Executive Director, in consultation with legal counsel and, if necessary, the BOG Executive Committee.
- Individuals have a continuing obligation to disclose any relationships that may lead to a conflict of interest that arise after submission of the annual CCOII Form.
- Individuals may raise questions concerning potential conflicts of interest during proceedings or directly with the ASCP BOC Executive Director.
- Individuals agree to abide by determinations made by the ASCP BOC Executive Director in connection with any conflict of interest, subject to any requested review by the BOG Executive Committee.

- Any individual may request that the BOG Executive Committee review any determination concerning the identification or management of a conflict of interest.
- Although the initial responsibility for identifying relationships which may lead to a potential conflict of interest rests with the individual, the ASCP BOC Executive Director and the BOG Executive Committee have the right to inquire further with respect to any relationship, whether or not the individual discloses the relationship on the CCOII Form.
- If a potential conflict of interest may exist with the ASCP BOC Executive Director, the individual should contact the BOG Chair who will then bring the issue to the BOG Executive Committee.
- In addition, legal counsel will review the ASCP BOC Executive Director’s CCOII Form annually and, if necessary, request input from the BOG Executive Committee with respect to the management of any potential conflict of interest.

Impartiality Statement

ASCP BOC credentialing is based on objective evidence through fair, valid, and reliable assessment processes that are not influenced by other interests or parties. The ASCP BOC will act impartially regarding its applicants and credential holders. Decisions will be made in accordance with established policies and procedures.

BOC Examination

The ASCP BOC mandates that individuals who have had access to an examination item bank are prohibited from challenging that examination for three years after their access to the item bank has concluded.

Check box below to indicate no conflict of interest or describe any potential conflicts.

I have no actual or potential conflict of interest to declare on behalf of ASCP Board of Certification.

Please describe the actual or potential conflict of interest with your activities on behalf of ASCP Board of Certification.

I have read the *POL-Confidentiality, Conflict of Interest, and Impartiality Policy* of the ASCP Board of Certification dated 11/25 and agree to abide by the terms of the policy.

Signature

Date

Print or Type Full Name