

COVER SHEET INSTRUCTIONS:

- Use one cover sheet per disclosed matter. This is an interactive form. Download it to your computer to fill out.
- Identify the disclosed matter by name, date, and reviewing entity.
- Identify the required documents by name in the space provided and upload them into the Credentialing Gateway.
- Make sure that all accompanying documents are full size, complete, and legible.
- Retain copies for your records.
- Upload disclosure cover sheet(s) and other required documents into the Credentialing Gateway for review.

Please visit our websites for additional information and to view examples.

NBCC: www.nbcc.org/ethics

CCE: www.cce-global.org/credentialing/ethics

Last Name

First Name

Credential Number

Applicant

Certificant

DISCLOSURE INFORMATION

Date of Charge for Disclosure Matter _____ Name of Reviewing Entity (e.g., State of Virginia, the Department of Regulatory Agencies) _____

Type of Disclosure

- Prior criminal felony, misdemeanor, and other criminal convictions.
- Current and pending criminal felony, misdemeanor, and other charges, including complaints and indictments.
- State court matters where the candidate/credential holder was charged with driving under the influence (DUI) of alcohol or controlled substances within ten (10) years prior to the date of their initial credential application or credential maintenance application.
- Government agency or professional organization disciplinary complaint matter or investigation (e.g., state licensing agency review/investigation) within the past ten (10) years
- Legal matters related to the candidate's/credential holder's business or professional/occupational activities, including civil complaints and lawsuits.

Required Disclosure Matter (i.e., the charge or specific conduct matter)

REQUIRED DOCUMENTS Identify the title of respective document(s) and upload them to the Credentialing Gateway.

- Personal Statement
- Charging Documents (e.g., complaint, citation)

- Outcome Documents (e.g., judgment, plea, consent agreement)

- Required Actions (e.g., improvement plan, sentencing orders)
 - N/A _____
- Required Action Completion Documents (Upload all documents that show compliance with required actions.)
 - N/A _____