

# **Certified Veterinary Practice Manager Confidentiality Agreement**

I hereby affirm that I will not discuss or in any manner communicate, or make available otherwise confidential information that I may encounter while transacting business on behalf of the Certified Veterinary Practice Managers Board (CVPMB) to persons not on the Board unless they are specifically employed by the Veterinary Hospital Managers Association, Inc. (VHMA) or CVPMB to assist with such matters (i.e. staff, test consultant, exam editor, legal counsel, or members of the same committee). Confidential information includes, but is not limited to, candidate application data, the contents of the certification examination (past or current forms of the test), information related to the scoring of individuals test forms or candidates, accounting records, and any deliberations including both general and executive sessions, meeting minutes or reports.

All examination materials shall remain the property of the CVPM program. No attempts will be made to reproduce examination materials through memorization or any other means.

Confidential information includes planning, debates or any discussion held at CVPM program meetings and CVPM Question Writing Sessions or any materials from the Item Writing Assignments. Each person has an individual responsibility to maintain security of test items in their possession at all times and will not leave any exam materials unattended. All drafts and notes related to item development must be destroyed. CVPM Board members and participating Subject Matter Experts (SME) agree to continue to protect the integrity of the examination and not disclose and or utilize any confidential information about the examination after the conclusion of their participation in the program's development.

I agree not to participate in the development or presentation of any materials, outlines, tests, or courses specifically designed to prepare applicants for the CVPM certification examination for at least three years after the date of this agreement. This statement does not preclude the normal activities of educational instruction.

I also understand that should I let my own CVPM certification lapse or expire I will not be eligible to qualify to retake the examination for three years after the date of this agreement.

Furthermore, should I discover a breach of security; I will immediately contact the CVPMB Chair and relay complete and detailed information regarding the incident.

All CVPM Board members are required to sign this agreement at the beginning of each term. Subject Matter Experts (SME) and other program volunteers are required to sign this agreement annually. The most current signed form will remain on file.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Volunteer Role: \_\_\_\_\_