

<b>SUBJECT:</b> NBCC Certification Eligibility Policy Relating to Criminal & Lesser Offense Convictions, and Other Disciplinary Matters	<b>DATE ISSUED:</b> 7/1/09
<b>APPLIES TO:</b> All NBCC Applicants and Certificants	<b>SUPERSEDES:</b> 1/09/06
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### **Policy Statement**

The NBCC President and Chief Executive Officer (CEO), or a designated representative, will review each certification application in which the applicant has disclosed: (1) a felony or equivalent offense; (2) any other criminal or lesser offense conviction; (3) any governmental or professional disciplinary matter; and, (4) civil litigation(s) in which the applicant has been named as a defendant (criminal or disciplinary matters).

The following criteria will be considered in determining whether an applicant making such a disclosure is eligible for NBCC certification:

1. The relationship of the criminal or disciplinary matter to the applicant's professional activities and/or ethical responsibilities;
2. The severity of the criminal or disciplinary matter, including any injury to person(s) or property related to the criminal or disciplinary matter;
3. The amount of time that has passed since the criminal or disciplinary matter; and,
4. The imposition and completion of any court, agency, or organizational conditions and/or requirements related to the criminal or disciplinary matter.

Based on a review of the application under these criteria, the NBCC President/CEO will make the final determination whether the applicant's certification application is accepted or rejected. The President/CEO may consult with the Ethics Officer, the Ethics Hearing Committee, General Counsel, and/or other qualified individuals concerning the matter. If the application is accepted, the President/CEO will determine if any conditions will be placed on the applicant's eligibility and/or certification. Such determinations will be communicated to the applicant in writing.

Application fees will not be returned for certification applications that are rejected by NBCC pursuant to this policy.

Approved by the NBCC Board of Directors: June 12, 2009.