

CERTIFICANT DISCLOSURE COVER SHEET

COVER SHEET INSTRUCTIONS:

- Use one cover sheet per disclosed matter. Type or print legibly.
- Complete all sections of the cover sheet for each disclosed matter.
- Attach all required documents to the completed cover sheet. Visit www.nbcc.org/ethics to view examples.
- Make sure that all required documents are full-sized, contain all pages and are legible.
- Retain copies for your records. Submitted materials are not returned.
- Place disclosure cover sheet(s) and all required documents in a **single** envelope and mail to the **NBCC Ethics Department at 3 Terrace Way, Greensboro, NC 27403.**
- Certificants must submit written disclosures within 60 days of knowledge of the complaint or charge.

Last Name	First Name	NBCC Number
DISCLOSURE INFORMATION		
Type of Disclosure	<input type="checkbox"/> Criminal matter <input type="checkbox"/> Legal matter relating to business or occupational activity <input type="checkbox"/> Professional complaint matter (e.g., state board review) <input type="checkbox"/> Disciplinary action, unrelated to grades, by a graduate program <input type="checkbox"/> Employment termination due to conduct	
Required Disclosure Matter (i.e., name of charge or conduct matter)		
Date of Charge for Disclosure Matter (Month/Day/Year)		
Name of Reviewing Entity (e.g., State of Virginia, the Department of Regulatory Agencies, etc.)		
REQUIRED DOCUMENTS	TITLE OF REQUIRED DOCUMENTS	
Certificant's Statement of the Disclosed Matter <ul style="list-style-type: none"> • Must be in 12 point, Times New Roman font • Must be signed by the applicant 	_____ Certificant's First Name Certificant's Last Name <i>Written Statement</i>	
Certificant's Curriculum Vitae or Résumé	_____ Certificant's First Name Certificant's Last Name <i>Curriculum Vitae or Résumé</i>	
Charging Documents and Notice Received (e.g., complaint, citation)		
Other Documentation if Already Received or Submitted (e.g., your response, outcome documents, required actions, if applicable; required action completion documents for each matter, if applicable)		