

## General Information

- NBCC is independent from your state licensure board, and disclosures must be made to each entity separately. Submission requirements for your state licensure board or other certification boards may differ from those required for NBCC ethical review processes and decisions.
  - If you have previously disclosed a matter to NBCC, you do not have to redisclose unless otherwise directed by NBCC.
- Whether you already hold national certification or are currently in the process of applying, you are required to disclose to NBCC, in writing, any of the following:
  - 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 or certificant was charged with driving under the influence (DUI) of alcohol or controlled substances within ten (10) years prior to the date of their initial certification application or certification maintenance application.
  - Government agency and professional organization conduct or other complaint matters relating to the candidate/certificant, including disciplinary and complaint matters, within ten (10) years prior to the date of their initial certification application or certification maintenance application.
  - Legal matters related to the candidate's/certificant's business or professional activities, including civil complaints and lawsuits.
- Your complete Ethics Disclosure Packet(s) is due:
  - within 60 days of your knowledge of a charge or complaint, or
  - at the time of application (i.e., in the case of matters that are pending or predate your application for national certification).
- Your Ethics Disclosure Packet should contain information regarding your disclosures. If multiple disclosures are required, please submit additional Disclosure Cover Sheets.
- Available documentation may vary greatly. We suggest that you submit all relevant official documentation, and we will work with you to determine what is necessary to complete your review if additional information is required.
- If you are unable to obtain required documentation, please notify us as soon as possible so that we can work together to find an alternative option.
- During the review, we may contact you for additional information. You will be notified via email and/or your Credentialing Gateway account once the review is complete.

- Retain a copy of your Ethics Disclosure Packet and information for your records.
- Submissions are reviewed in the order they were received. Submitting a complete and accurate packet and responding to additional information inquiries from us will help expedite the review process. The average review time is 4–6 weeks from submission of your complete Ethics Disclosure Packet. Failure to provide all required documents may cause delays.
- Other entities (e.g., state licensure boards) may also require that you submit disclosures and written documents. This process is separate and unique from the NBCC ethics review process.
- Additional information about the review process can be found on our website. You will also find frequently asked questions, sample documents, and relevant policies and procedures, including the NBCC *Code of Ethics*.

## Required Documents

- Disclosure Cover Sheet (included in this packet).
- Personal Statement:
  - This is your opportunity to tell us in your own words the circumstances surrounding your disclosure. You can provide as much or as little detail as you feel comfortable sharing. The information that you provide in this statement will be taken into consideration during the review process.
  - This document must be in 12-point, Times New Roman font and must be signed and dated (electronically signed Personal Statements are acceptable).
- Official Documents Regarding the Disclosure:
  - Documents must be full-sized, legible, and contain all pages.
  - Official documents are generally given to individuals at the time of the matter. These documents are signed by the appropriate official (e.g., police officer, judge).
  - Your official documents are not required to have raised seals (copies are permitted); however, they must be complete and contain all required elements.
  - **These cannot be summary documents (e.g., case action summaries, dockets, printouts from websites, or screen captures from clerk's databases).** Summary documents are considered additional information.
  - These official documents will vary in requirements depending on the type of matter(s) referenced in your disclosure. However, you should provide all official documents that identify and describe the nature of the charge(s) or complaint(s) (e.g., complaint, citation, indictment). These may include:
    - Significant action documents (e.g., submitted responses, pleas, deferred adjudications, judgments).
    - Required action documents (e.g., sentencing orders).
    - Completion documents.

- If you did not retain copies of this documentation, you should contact the records office in the respective jurisdiction. Depending on the amount of time since your matter occurred, you may have difficulty locating the required court documents. If so, you may submit a letter from the respective clerk's office(s) indicating that your court documents are no longer available, purged, or destroyed. You may also submit a copy of the court records retention policy with the appropriate section marked. Note: This court records retention policy must be in relation to you and your court case and must contain all the relevant information related specifically to your charge.
- Include any additional information you would like to be considered (e.g., reference letters, rehabilitation actions, continuing education activities, certificates of completion from classes or webinars).

## Submissions

- You should complete **one cover sheet per disclosure**.
- Please submit all documents to your Credentialing Gateway account.
- You are not required to resubmit documents unless you are specifically requested to do so (as will be the case if the documents are not legible).

If you have questions regarding the ethics review process, we are here to help!

Please email [ethics@nbcc.org](mailto:ethics@nbcc.org).