



CERTIFICATION PROGRAM CONFIDENTIALITY AGREEMENT

AAACE International has entrusted you with the responsibility to assist in the grading of CCP technical papers, CEP, DRMP, EVP or PSP memos or CFCC essays with the expectation that all information will remain confidential. In return, graders will earn 0.25 CEUs per technical paper, memo or essay graded.

I, the undersigned, certify that (check to signify your acknowledgement):

- The contents of the AAACE International certification examination and technical papers/memos/essays in my possession will neither be discussed with, nor divulged to, individuals not directly authorized by the AAACE International Certification Board to receive such information.
- I do not currently teach certification preparatory or review courses (full-time or part-time) and understand that by being a volunteer grader I am prohibited from teaching certification preparatory or review courses*.
- Breaching this agreement is considered a violation of the AAACE Canons of Ethics and may result in an ethics violation complaint to the AAACE Ethics Committee.

Signed,

(Signature)

(Printed name)

(AAACE ID #)

(Designation)

(Date)

*This statement includes individuals who are listed as an instructor for an [Approved Education Provider \(AEP\)](#) or a non-AEP company. These types of providers offer formal, structured courses to prepare for a specific AAACE certification examination. The courses are held over several days or weeks, exclusively developed by the company, using their own materials (and *may* use AAACE recommended resources). AAACE has no input or control over the content or materials used for instruction, which may cause the certification program's integrity and security to be vulnerable and creates a violation of our accreditation.

This statement does not include individuals who provide instruction or leadership at the AAACE sectional, regional or annual meeting level. For example, leading an AAACE seminar-in-a-box program for a section or regional meeting or conducting an Annual Meeting review course is permitted. This type of instruction is conducted on behalf of AAACE, using AAACE educational products and the AAACE Education Board's courses. AAACE has control over the content and materials used, assuring there is no violation of our accreditation and maintains the integrity and security of the certification program.