

CONFIDENTIALITY AGREEMENT

Health Certification Project

I, the undersigned, understand that all Health Certification Project materials used for certification testing are proprietary and confidential. I hereby agree to maintain the confidentiality of all testing materials and understand that the security of testing materials is maintained by protecting all items from loss, unauthorized access, and reproduction. Furthermore, maintaining test item security prohibits any test site staff member from the following:

1. unauthorized photocopying any test items or materials,
2. selling or disclosing the content of test materials/test items to any person or organization, public or private,
3. removing test materials from the secure locations without authorization from the test site coordinator,
4. utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items,
5. utilizing ODCTE testing materials to generate another testing instrument for any purpose .

Test Site Staff Member Name

Test Site Staff Member Signature

Test Site Location

Date

The test center coordinator must retain the original with HCP test records. A copy of this form must be sent to the Oklahoma Department of CareerTech prior to staff member handling HCP testing materials. DO NOT have Clinical Skills Observers sign this Agreement.