

Confidentiality

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Confidential Information

The CENP and CNML Steering Committees are committed to protecting confidential and/or proprietary information related to applicants; candidates; certificants; and the examination development, maintenance, and administration process. The confidentiality policy applies to all AONL-CC employees, Steering Committee members, committee members, consultants, testing company employees, and other individuals who are permitted access to confidential information.

Confidential materials include, but are not limited to: an individual's application status, personal applicant/certificant information, exam development documentation (including role delineation study reports, technical reports, and cut score studies), exam items and answers, exam forms, and individual exam scores.

To ensure the security of the examination, all test materials are confidential and will not be released to any person or agency other than those with authorized access.

Information about a candidate/certificant will only be released to that candidate/certificant unless release of the information is authorized in writing by the individual or is required by law. Personal information submitted by applicant /certificants with an application or recertification application is considered confidential. Personal information retained within the applicant /certificant database will be kept confidential.

All application information is confidential and will not be shared with any party other than testing vendor and the Steering Committee for exam administration and certification processing purposes. Information concerning any candidate will only be released to that candidate upon receipt of a written request.

Steering Committee members will not disclose confidential information related to or discussed during Steering Committee meetings unless authorized by the relevant Steering Committee. This includes any verbal or written information identified as a confidential matter.

Verification

An individuals' certification status is not considered confidential. The AONL-CC will provide confirmation of certification status to anyone who requests the information. Verification of certification status will include the individuals name, current certification status, credential(s), and current expiration date.

The names of certified individuals are not considered confidential and may be published by the AONL-CC.

Research & Aggregate Data

The AONL-CC reserves the right to use information supplied by or on behalf of a candidate in the conduct of research. Studies and reports concerning candidates contain no information identifiable with any candidate, unless authorized by the candidate. Demographic information about a candidate is shared only in cases where the candidate may benefit. Scores are never reported to anyone other than the candidate, unless the candidate directs such a request in writing. Aggregate exam statistics (including the number of exam candidates, pass/fail rates, and total number of certificants) will be publicly available.

Confidentiality Agreements

Applicants for certification will be required to read and acknowledge a confidentiality statement as part of the application process.

Before beginning his or her term of office, each Steering Committee member will sign a confidentiality agreement stating that he/she will not disclose any confidential information. If a question is raised as to the confidentiality of certain information, confidentiality will be determined by Steering Committee Chair.

Individuals who participate in examination development activities (including, but not limited to, item writing, item review, exam form assembly, exam for review) will sign additional confidentiality and non-disclosure forms prior to having access to any confidential examination materials.

Confidential Materials

All confidential materials will be retained in a secure manner as required by the security and record retention policies. Steering Committee members will keep confidential and secure any confidential materials that are sent to them. These materials will be kept in a secure and private location at all times until they are returned to the AONL-CC office or are destroyed as directed.

Access to Confidential Information

Access to confidential information will be limited to those individuals who require access in order to perform necessary work related to the certification program during the time frame for which access is required. Access will be granted in compliance with the provisions of the security policy.