Proctor Non-Disclosure Agreement/ Training Agreement

I, _____ in my capacity as a proctor for the Intelligence Fundamentals Professional Certification (IFPC) assessment, hereby accept the obligations contained in this agreement. I understand that testing materials regarding the IFPC assessment and candidates must be protected from unauthorized disclosure to ensure the integrity of the certification process. Accordingly, I agree to abide by all terms and obligations contained in this agreement until released by proper authority.

1. I hereby accept the obligations contained in this Agreement in consideration of my being granted access to information or material protected within the OUSD(I) IFPC Program.
2. I understand that I shall not divulge any IFPC assessment information to anyone without prior written authorization from the IFPC Program Management Office (CPMO).
3. I understand my role and duties as a proctor and shall not divulge any candidate information to anyone other than the CPMO.
4. I understand that I shall not disclose any IFPC assessment information contained in any records, except as authorized by applicable law or regulation.
5. I have received the required IFPC Proctor training and understand the roles and responsibilities of the Proctor. I understand that training must be renewed every 12 months.
6. I understand that I am ineligible for and will not take the IFPC assessment for certification purposes while I am participating in IFPC administration. I also agree that upon completion of my participation in IFPC administration, I will be ineligible to take a IFPC assessment for certification purposes for a period of two years from last exam for which I proctored. If the IFPC is a requirement for my career path, I will be exempt from this requirement until the two-year waiting period is over.

I understand that if I violate the terms and conditions of this Agreement, I may be subject to administrative, disciplinary, civil, or criminal actions and penalties.

_____   _____   _____
Signature   Printed Name   Date