
Vancouver Island Emergency Response Academy

Validation Committee Confidentiality Agreement

As a Validation Committee representative or representative of the City of Nanaimo, I agree to the following:

1. That during my term as Validation Committee representative, I will have access to certain confidential information. Information includes, but is not limited to, the following:
 - exam bank questions
 - question answer sheets
 - Practical skills check sheets
 - Course curriculum and methodology
 - Marketing methods, practices and strategies
 - Confidential and proprietary information of VIERA
 - Any other information not intended for disclosure beyond the Validation Committee that if misused or disclosed could adversely affect the reputation and/or status of the Pro Board accreditation status.

2. To adhere to the security, confidentiality and procedures of the Validation Committee as listed in OG # 5979. This includes, but is not limited to:
 - Any request for copies of the exam bank questions, in full or in part, will be made to the VIERA Accreditation Manager. Security of exam banks being validated will adhere to section 2.5 of OG # 5979.
 - A hard copy of exam bank questions, may be given to Academy approved Validation committee members purpose validating exam questions under the following strict conditions:
 - At no time will the questions be shared with anyone other than those approved by the Academy and appointed to the Validation Committee.
 - Appointed Validation Committee members will submit their recommendations to the VIERA Accreditation Manager for review.
 - A timeframe, of not more than 3 weeks, for validation committee members to submit their recommendations to the VIERA Accreditation Manager.

As a Validation Committee representative t, I agree to adhere to this confidentiality agreement, signed this day ____ month _____ year _____.

Representative:

(Print Name)

(Signature)

Accreditation Manager:

(Print Name)

(Signature)