



Security Agreement for ABIH Item Writers and Reviewers

This form is used to ensure that Examination Item Writers and Reviewers fully understand the need for complete security and confidentiality in the handling of all examination items and related test materials, including all notes, draft items, and other documents related to item-writing duties.

I attest that the following statements are accurate:

1. I have not allowed any person other than those authorized by ABIH, to have access to, to look at, or to be informed about any examination or item bank materials. I affirm that I know of no other past breach of confidentiality.
2. I will not allow any future breach in security and will report any breach that I witness or come to know about.
3. I agree to destroy all notes used to draft items for the examination and all copies that I have retained of those items.
4. I understand that information obtained or knowledge gained during the examination development process, which is not public information, cannot be used at any time to assist individuals preparing for the examination. This includes, but is not limited to, the sharing of such information during private instruction, workshops, or training programs and/or the development, modification, or enhancement of training programs, courses, or workshops based on this information.
5. I agree that I will not allow my participation in the item-writing process to be used to promote specific training programs, courses, or workshops.
6. I agree that for three years after attending an item-writing workshop I will not participate in any examination preparation activity and will not recertify or reactivate by examination.
7. I will not engage in actions which may constitute an actual, apparent, or potential conflict of interest with the mission and activities of ABIH, and will disclose to ABIH any such conflicts of interest and any business, financial, or organizational interests and affiliations which are or could be construed to be a conflict of interest. I will work with ABIH to resolve any conflicts of interest prior to my involvement.
8. I agree that the copyright to all materials I prepare for ABIH shall be considered works-made-for-hire under the Federal Copyright Act and shall be owned by ABIH. To the extent such materials shall not be considered works-made-for-hire, I hereby assign to ABIH all right, title, and interest any information or material developed, conceived, modified, or created by me relating to the examination process, including but not limited to test items.
9. I understand that I will be subject to ABIH ethics case provisions and may be subject to legal action if found to be in violation of the terms of this agreement.

I have reviewed and accept the policy and terms as stated above:

Print Name: _____

Signature: _____ Date _____

For ABIH Use Only - Note any issues and their resolution on the back of this form.

ABIH Approval: _____ Date _____