ASTD Certification Institute

CPLP Work Product Scoring
Volunteer Rules and Regulations Agreement

Individuals who desire to participate in ASTD CI CPLP Work Product Scoring events are obligated to abide by certain rules and regulations which protect the integrity of the CPLP credential and the work product process. Among these are rules of **Anonymity**, **Confidentiality** and **Conflict of Interest**. The information highlighted in this document provides detailed guidelines for each of these areas.

It is important that individuals who seek to participate in the work product scoring process adhere to these rules in order to avoid the appearance (real or perceived) of creating an unfair advantage for particular candidates or candidate groups. Unfair advantage is a very serious matter as it directly affects the integrity of the CPLP credential.

All CPLP Work Product Scoring Volunteers must acknowledge their intent to comply with the information by signing this document. Individuals who fail to sign the document will be deemed ineligible and therefore unable to participate in the work product scoring process. Failure to comply with the rules and regulations set forth in this document will result in the banning of participation in all CPLP related volunteer activities or, in severe cases, decertification. When in doubt CPLP Work Product Scoring Volunteers are encouraged to ask ASTD CI staff any questions about how these rules apply to their individual circumstances.

These rules and regulations are effective as of January 1, 2012

ANONIMITY

1. Your role as a CPLP Work Product Scoring Volunteer must remain anonymous. This includes, but is not limited to, publicizing this information to CPLP candidates and/or potential candidates. Specific examples include the following:
   a. CPLP Work Product Scoring Volunteers must refrain from publicizing their role or advertising their past and/or present participation in CPLP Work Product Scoring events.
   b. CPLP Work Product Scoring Volunteers must refrain from representing themselves as such when participating in CPLP activities outside of the CPLP Work Product Scoring event.
   c. CPLP Work Product Scoring Volunteers **may** represent themselves as a CPLP credential holder and may acknowledge their participation as an ASTD CI volunteer but should not be specific about the activity or activities they have or will be participating in.

CONFIDENTIALITY

1. The work you do and any of the materials you view as a CPLP Work Product Scoring Volunteer must remain confidential. This includes, but is not limited to, candidate materials and work product scoring training and instructional materials.

a. Activities that are conducted and information that is shared during the CPLP Work Product Scoring event may not be discussed in any capacity outside of the work product scoring event. Under no circumstance are work product scoring materials ever to leave the premises.
b. Individuals who are selected to participate as a CPLP Work Product Scoring Volunteer must sign a Non-Disclosure Agreement prior to participating in a CPLP Work Product Scoring event.

CONFLICT OF INTEREST

1. CPLP Work Product Scoring Volunteers must refrain from engaging in activities that are or can be construed as a conflict of interest, such as:
   a. CPLP Work Product Scoring Volunteers must not use their past or present status as a Work Product Scoring participant for personal or professional promotional purposes.
   b. Individuals serving as past or present CPLP Work Product Scoring Volunteers must refrain from conducting, participating in, and/or developing any CPLP related preparation or study products and/or services for a period of **two years** after this agreement is signed and, thereafter, may take on these tasks only after obtaining express and advanced written permission from ASTD CI.
   c. Individuals serving as past or present Work Product Scoring Volunteers are prohibited from working one-on-one with CPLP work product candidates in a "coaching" capacity. "Coaching" could include, but is not limited to:
      i. Providing individualized guidance based on knowledge gained in the process of reviewing and scoring work products.
      ii. Providing targeted feedback on a candidate's individual work product submission that provides information that cannot be obtained from the Candidate Bulletin.
   d. CPLP Work Product Scoring Volunteers must recuse themselves from any situation in which they have been asked to provide coaching as defined above.
   e. CPLP Work Product Scoring Volunteers **may** share information about the process as long as the information is restricted to the content found in the Candidate Bulletin.

By signing this I agree to abide by these rules and regulations set forth by the ASTD Certification Institute.

_____
Signature

_____
Print Name

_____
Date