

# Conflict of Interest Checklist and Certification

## Return Immediately

Please review the following Conflict of Interest/Non-Disclosure Agreement. If you accept the terms of the agreement, please sign and date the form and return it to the TNCPE office via email within 48 hours of receiving your assignment. If you have any conflicts with the terms of the agreement, please call the TNCPE office immediately at 615-889-8323 or [Examiners@tncpe.org](mailto:Examiners@tncpe.org).

### Applicant #:

#### Step 1:

Read the Intent to Apply Form, the Application Form, the Organizational Profile, and the organization chart(s).

#### Step 2:

Circle your answer to the following questions. If you answer “yes” or “don’t know” (DK) to one or more of the questions below, call (615-889-8323) or email ([Examiners@tncpe.org](mailto:Examiners@tncpe.org)) the TNCPE office immediately. Do not inquire within your own organization as such inquiry could reveal the identity of the applicant.

1. Is the applicant your current employer, client or parent organization?	No	Yes	DK
2. Is the applicant currently owned or controlled by your employer, client or parent (e.g. is the applicant a subunit of your parent?)	No	Yes	DK
3. Have you recently (within three years) left or retired from the applicant, the applicant’s parent, or a subunit of the parent?	No	Yes	DK
4. Is your employer or client listed as a key supplier, partner, customer, competitor or benchmark of the applicant?	No	Yes	DK
5. Is the applicant or the applicant’s parent a key partner, customer or competitor of your employer, your parent, or a subdivision of your employer? (“Key” may be defined as constituting at least 5 percent).	No	Yes	DK
6. Did you help prepare or review all or part of the application or evaluate the applicant within the last three years?	No	Yes	DK
7. Do you or a family member have a financial interest in the applicant, the applicant’s parent, or a key competitor of the applicant? (This includes financial interests such as stocks, bonds and retirement funds. Mutual fund holdings are of concern only if the mutual fund family is the applicant).	No	Yes	DK
8. Do you have considerable knowledge about this applicant through personal interactions, company relationships, family or friends?	No	Yes	DK
9. Do you know of any reason why you might have a real or perceived conflict with this applicant? Examples of such conflicts include the following: <ul style="list-style-type: none"><li>• Do you know anyone on the organization chart?</li><li>• Does a close relative work for the applicant?</li><li>• Have you made a personal visit to the applicant or vice versa?</li><li>• Have you recently interviewed with the applicant?</li><li>• Have you or your organization been involved in benchmarking studies with the applicant?</li></ul>	No	Yes	DK

Step 3:

CONFLICT OF INTEREST STATEMENT

As a member of the TNCPE Board of Examiners, I understand that it is my responsibility to prevent conflict of interest situations. By signing below, I confirm that:

- I am not aware of any personal conflict of interest with this applicant.
- I will not disclose any information about my assigned applicant to anyone other than TNCPE staff and designated team members.
- I agree to abide by the Tennessee Center for Performance Excellence Code of Ethical Standards and Rules of Conduct while assessing this applicant.

**Examiner Name Printed:** \_\_\_\_\_

**Examiner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

After completing this agreement, please return it to the TNCPE office immediately via email (with scanned signature) at [Examiners@tncpe.org](mailto:Examiners@tncpe.org)