



COVER SHEET INSTRUCTIONS:

- Use **one cover sheet per required disclosed matter**. Type or print legibly.
- Identify the disclosed matter by name, date and reviewing entity.
- Identify the required documents by name in the space provided and attach the documents in the order listed. Visit www.nbcc.org/ethics to view examples.
- Make sure that all attached documents are complete and legible.
- Retain copies for your records. Submitted materials are not returned.
- Place disclosure cover sheet(s) and all required documents in a single envelope and mail to the **NBCC Ethics Department at 3 Terrace Way, Greensboro, NC 27403**.
- Certificants must submit written disclosures within 60 days of knowledge of the complaint or charge.

Last Name	First Name	NBCC Number
DISCLOSURE INFORMATION		
Type of Disclosure	<input type="checkbox"/> Criminal matter <input type="checkbox"/> Legal matter relating to business or occupational activity <input type="checkbox"/> Professional complaint matter (e.g., state board review) <input type="checkbox"/> Disciplinary action, unrelated to grades, by a graduate program <input type="checkbox"/> Employment termination due to conduct	
Required Disclosure Matter (i.e., the charge or specific conduct matter)		
Date of Charge for Disclosure Matter (Month/Day/Year)		
Name of Reviewing Entity (e.g., State of Virginia, the Department of Regulatory Agencies)		
REQUIRED DOCUMENTS		
Identify the title of respective attached document(s) in the right hand column and place in order listed below.		
Personal Statement of the Disclosed Matter (Please type or print legibly.)	Personal Statement	
Charging Documents (e.g., complaint, citation)		
Other Documentation if Already Received or Submitted (e.g., your response; outcome documents; required actions, if applicable; required action completion documents, if applicable)		