

## State Tax Commission Michigan Certified Assessing Officer (MCAO) Self-Study Program Non-Disclosure Agreement



The State Tax Commission's Michigan Certified Assessing Officer (MCAO) Self-Study Program Material and Comprehensive Examination (the "Exam"), including the content and wording of the text and written exam questions, constitute State Tax Commission confidential information and is protected by intellectual property laws. MCAO Self-Study program candidates receiving course material and/or completing an Exam must agree to the Non-Disclosure Agreement (NDA), which obligates them to maintain the confidentiality of the course material and Exam.

This Non-Disclosure Agreement (NDA) is made and entered into by and between the State Tax Commission, ("STC") and you (the "Candidate"). The course material and Exam are made available to the Candidate solely for the purpose of demonstrating competency in the content area referenced within the Exam. This policy is enforced to ensure the integrity of the course material, Exam and the MCAO Program.

1. **Confidential Information.** The content of the course material and Exam, including without limitation, questions, answers, or any communication, including oral communication, regarding or related to the Exam is STC confidential information ("Confidential Information"). Any disclosure of Confidential Information is a violation of this NDA and could compromise the integrity and security of the MCAO Certification Program. The Candidate is expressly prohibited from disclosing, publishing, reproducing, copying, selling, posting, downloading or transmitting any Confidential Information, in whole or in part, in any form or by any means, oral or written, electronic or mechanical, for any purpose.
2. **Certification Revocation.** The Candidate acknowledges and agrees his/her assessing certification may be jeopardized and/or revoked by the STC if this NDA is violated in any manner.

By signing below, the Candidate acknowledges the full right and authority to enter into this NDA and accepts and agrees to be bound by the terms and conditions as outlined within the NDA. This NDA is effective as of the date below and remains in effect indefinitely.

**AGREED AND ACCEPTED BY:**

Candidate's Printed Name <b>Eric John Ostergren</b>	
Candidate's Signature 	Date <b>April 3, 2018</b>
State Tax Commission Representative's Signature 	Date <b>4-11-18</b>

Approved by the State Tax Commission on December 6, 2011.