

APPENDIX B

**SECURITY AND CONFIDENTIALITY AGREEMENT
For Course Coordinators**

I understand that all information and material related to the National Association of Independent Fee Appraisers is confidential. I agree to maintain the security and confidentiality of the written work and all of the information related to the courses.

All NAIFA course materials are the exclusive property of NAIFA and your right to review such materials is limited to the sole purpose of coordinating a class for a NAIFA chapter. You are required to maintain the confidentiality of all course items. This means that reproduction or distribution of course items or discussion of course items with candidates or the general public is strictly prohibited. Any violation of this principle infringes NAIFA's intellectual property rights, violates your professional ethical responsibilities, and most importantly may damage the credibility and integrity of the National Association of Independent Fee Appraisers for all candidates. *For this reason, any violation of this policy may, within NAIFA's discretion, be the basis of a cancellation of certification by NAIFA.* It is in the best interests of the appraiser profession and the public, which it serves, that the security and integrity of NAIFA's course items is maintained by your strict adherence to this policy.

STATEMENT VALIDATION

I have read the above Security and Confidentiality Statement and understand that I will be subject to this principle and policy of NAIFA

Name (printed): _____

Address: _____

Phone: _____

E-mail: _____

Signature: _____

Date: _____

Please review this statement, sign and return it with your Class Request Form.