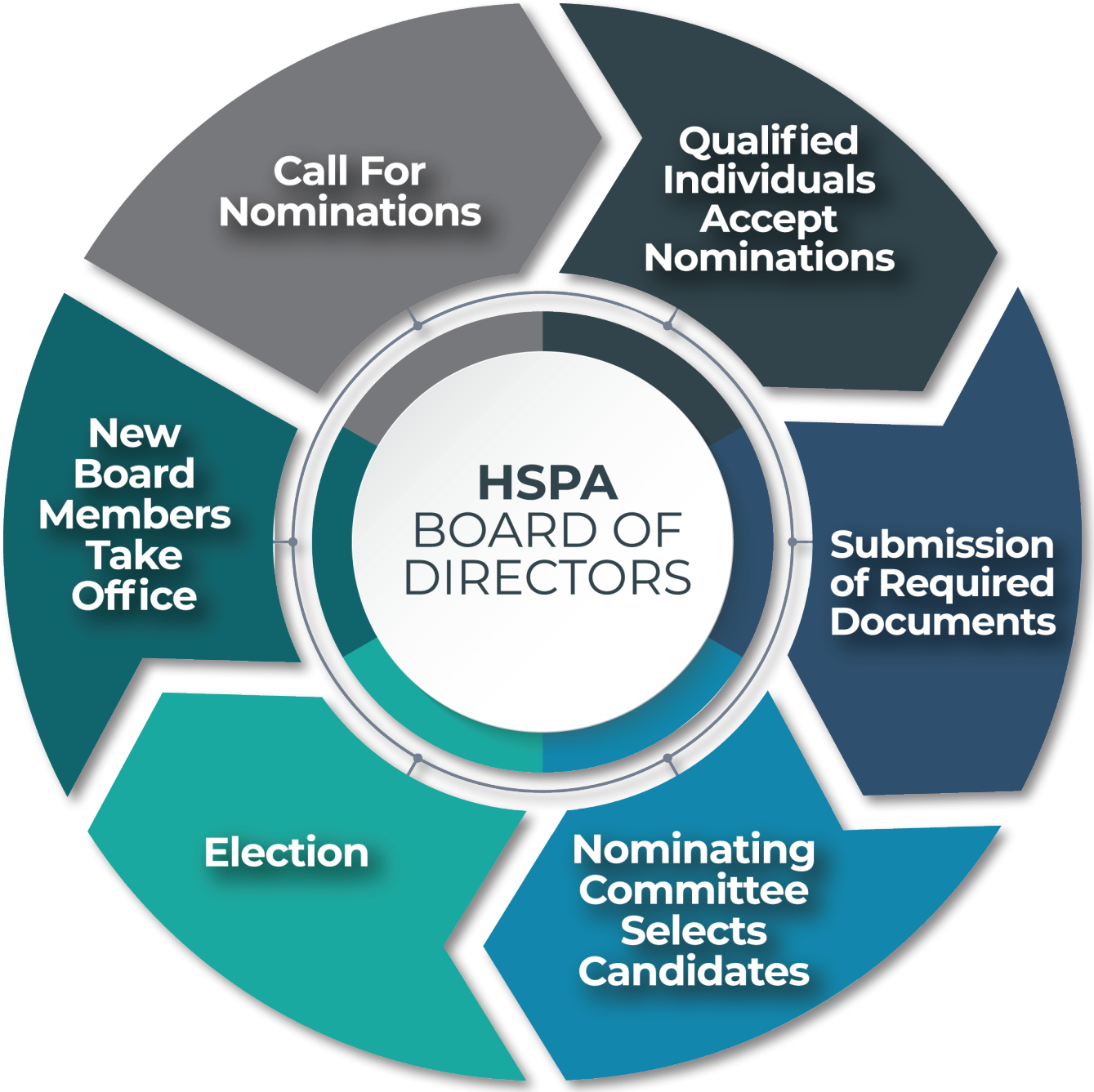
HSPA | HEALTHCARE STERILE PROCESSING ASSOCIATION

BOARD OF DIRECTORS
CANDIDATE HANDBOOK



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Overview:

Thank you for your interest in serving on the HSPA Board of Directors. Members of the Board of Directors play an integral role in the direction and vision of the Association. This handbook will give you an overview of the role of serving on the Board of Directors and how you can contribute to the organization's mission.

In 2027, HSPA will be filling the following leadership positions:

President-Elect: The President-Elect will serve consecutive one-year terms as President, President-Elect, and Past President

- President-Elect (2027-2028)
- President (2028-2029)
- Past President (2029-2030)

Directors: Three Directors will serve a two-year term (2027-2029)

Mission Statement:

The mission of HSPA is to promote patient safety worldwide by raising the level of expertise and recognition for those in the sterile processing profession.

HSPA accomplishes its mission:

- By providing educational, professional development, certification, communication, and representation opportunities for sterile processing professionals;
- Through collaboration efforts with allied partners, members, and associates; and
- Through advocacy initiatives for public policy changes.

Board of Directors Composition:

The officers of the Association are:

- President
- President-Elect
- Secretary/Treasurer
- Immediate Past President (non-voting)
- Executive Director (non-voting)

The Board of Directors consists of the officers and six (6) elected Directors.

Nomination/Election Process:

Step 1: Qualified members are nominated or may nominate themselves for a position on the Board of Directors.

Step 2: Members will be notified that they have been nominated and will be sent instructions regarding the acceptance of the nomination and the next steps.

Step 3: Individuals who accept the nominations will be asked to submit information outlining their professional experience and demonstrated activity with the Association. The required information includes the following:

1. Résumé/vitae, including contact information
2. Two professional letters of reference
3. Board of Directors Application (see page 11 for sample application)

All nominations and any information collected during the nominating process are strictly confidential.

Step 4: Upon careful review of submitted materials, the Nominating Committee will select the candidates who will be added to the official ballot.

Step 5: The election will take place in the spring of 2027. Candidates will be notified of the results **via email**.

See the FAQs on page 5 for additional information about the requirements and time commitment to serve on the Board of Directors.

Eligibility:

According to the HSPA Bylaws, each member of the Board of Directors shall be subject to the following minimum qualifications while serving on the Board of Directors. Each member of the Board of Directors must:

- Be an active member* of the Association in good standing for at least one (1) year and must maintain that status throughout their term of office.
  **Active members shall be those persons who are performing or managing the functions of decontamination, inspection, assembly, packaging, sterilization and sterile storage of medical instruments or devices in a healthcare facility.*
- Be employed by a healthcare facility.
- Hold and maintain CRCST certification throughout their term of office.
- For the office of President-Elect, a candidate must have served on the Board of Directors.

In addition, the Nominating Committee will consider the following when selecting candidates for the final ballot:

- Demonstrated understanding of the Association and willingness to support the mission and vision of the Association
- Activities/involvement with the Association and other contributions made to the Association
- Association Chapter involvement
- Education (including Certifications held)
- Demonstrated sterile processing experience
- Special skills or knowledge, particularly notable accomplishments
- Presentations/publications
- Participation in other related organizations
- Any unique qualifications possessed by the Nominee

Conflict of Interest:

Members of the Board of Directors must sign and comply with the Conflict of Interest Policy. (See Conflict of Interest Policy sample on pages 15-20)

2026-2027 Important Dates

Deadline	Function
November 1, 2026	Call for nominations
November 30, 2026	The final date for receipt of nominations returned to HSPA headquarters
December 14, 2026	Deadline for return of Board application and required documents
January 2027	Nominating Committee chooses candidates for the final ballot
January 2027	The Board will approve the slate of candidates.
January 2027	Candidates will be notified and asked to send in contact info and a photo
March 1, 2027	Candidate information will be outlined in the March issue of *Process,* emailed to members, and posted on the website
March 8, 2027	Election Begins
March 29, 2027	Election Ends
April 2, 2027	Candidates will be notified of the election results via email.
April 26, 2027	Board members will be formally introduced at the membership meeting
April 27, 2027	Board members take office at the close of the Annual Conference

FREQUENTLY ASKED QUESTIONS:

What is required to serve on the Board of Directors?

According to the HSPA Bylaws, each member of the Board of Directors shall be subject to the following minimum qualifications while serving on the Board of Directors. Each member of the Board of Directors must:

- Be an active member of the Association in good standing for at least one (1) year and must maintain that status throughout their term of office.
- Be employed by a healthcare facility.
- Hold and maintain CRCST certification throughout their term of office.

For the office of President-Elect, a candidate must have served on the Board of Directors.

A list of those eligible to serve can be found at myHSPA.org/about/nominationform

Which Board positions must be filled this year?

- **President-Elect:** A President-Elect will be elected by the membership to serve three consecutive one-year terms:

  - President-Elect (2027-2028)
  - President (2028-2029)
  - Past President (2029-2030)

- **Directors**: Three Directors will be elected by the membership to serve a two-year term (2027-2029)

What is the process for running for the Board?

Members may nominate a qualified individual or themselves to run for office by **November 30, 2026**. Those who accept the nomination must submit information outlining their professional skills and experience by **December 14, 2026**. The HSPA nominating committee will select the individuals to be on the final ballot, and the election will take place **March 8 - 29, 2027**.

A press release announcing the winners will be sent to the membership, and winners will be officially introduced at the 2027 membership meeting, which takes place during the Annual Conference.

What paperwork is required from someone who accepts a nomination?

If someone is nominated and accepts the nomination, they must submit the following documentation to be considered by the Nominating Committee:

- Résumé/vitae including contact information
- Two professional letters of reference
- Board of Directors Application with answers to the following questions:
  1. Do you meet the eligibility requirements to serve on the Board of Directors as outlined in the HSPA Bylaws?
  2. Can you dedicate the commitment of time to the Board of Directors (attending out-of-town meetings, monthly conference calls, and regularly corresponding with other members)?
  3. Do you have a commitment from your employer to serve on the Board of Directors?
  4. I have read the candidate handbook and understand if elected, and I will be required to sign and comply with the HSPA Conflict of Interest Policy.
  5. As outlined in the Conflict of Interest Policy, participants in HSPA-related activities are obligated to disclose the positions they hold in HSPA or relationships they have within HSPA and with other organizations or entities that may conflict, directly or indirectly, with their HSPA activities. They also have an obligation to disclose any significant financial interest in, or other relationship with, an entity having a "commercial interest" in the activity.
  6. Has any disciplinary or civil action been entered against you by a certifying body, Association, governmental agency or legal body? If yes, please explain.
  7. Please list current and prior HSPA involvement at the national or local levels (i.e., leadership roles, committee participation, volunteer activities, etc.)
  8. What value would you bring to the ongoing efforts of HSPA as a Board member of the organization?
  9. How would you support the current mission and vision of HSPA?
  10. Describe the critical issues you think the sterile processing profession will face over your possible Board tenure. What is HSPA's role in addressing these issues?
  11. Describe any unique qualifications such as leadership, life and business expertise that may set you apart from other candidates and position you as an effective board member.

What is the time and commitment required to serve on the Board?

It is important to gain support from your employer and colleagues regarding the time commitment required (see Leadership letter template on page 10). There is some travel required to serve on the Board. The Board meets in person at least two times per year (usually in August and the following February). Board members are also required to attend the Annual Conference. Additional projects and issues may arise that require the Board's input.

What do members of the Board receive in return for their service?

Members of the Board receive professional and personal benefits, including:

- Opportunities to network with industry leaders;
- Chances to share their knowledge and expertise with others;
- Professional recognition that elevates their stature within the sterile processing community; and
- Relationships with new professional friends and colleagues and the development of lifelong mentors.

What is the deadline for the Nominee to accept the nomination and return the Board of Directors application and required information?

The deadline to submit the Board Application, résumé, and reference letters is December 14, 2026.

Will I incur any personal expenses as a Board member?

HSPA covers travel expenses to all Board meetings. The expenses include airfare, hotel and meal expenses.

What can I do to prepare for a position on the HSPA Board?

Becoming involved in the profession at the Chapter and National level can be a great way to meet and network with other sterile processing professionals and develop the skills necessary to be a successful HSPA Board member.

- Serve on an HSPA Committee
- Become involved in your local Chapter by serving on the Board or a Committee
- Join and participate in other professional organizations

Who is the ideal candidate?

There is no “ideal” board candidate. Instead, HSPA seeks a Board that includes individuals with diverse work, life, social, and educational backgrounds. This diversity facilitates well-rounded decisions that reflect the entire membership. Board members should:

- Have the ability to think strategically about the Association and the sterile processing profession;
- Be personable, easy to approach, and accessible to members;
- Be able to make decisions that benefit the overall organization; and
- Have an appreciation for and an understanding of the merits of diversity.

In addition, the Nominating Committee will consider the following when selecting candidates for the final ballot:

- Demonstrated understanding of the Association and willingness to support the mission and vision of the Association
- Activities/involvement with the Association and other contributions made to the Association
- Association Chapter involvement
- Education (including Certifications held)
- Demonstrated sterile processing experience
- Special skills or knowledge, particularly notable accomplishments
- Presentations/publications
- Participation in other related organizations
- Any unique qualifications possessed by the Nominee

CAMPAIGNING GUIDELINES:

To promote fairness and equality among the candidates, the Association's Board of Directors has established the following Campaigning Guidelines, which outline the acceptable campaigning activities after the ballot has been published.

1. The Association will promote the candidates in the following ways:

A. Candidate bios and vision statements will be sent via email to all members.
B. Candidate bios and vision statements will be posted on the Association website.
C. The Association may promote the election by other means.

2. Acceptable Campaigning Activities:

A. It is a candidate's responsibility to maintain a professional image as a candidate.
B. Participate in HSPA events and network with industry colleagues.
C. Discuss your ideas and goals for HSPA within your professional network.
D. Network with your professional network regarding professional issues through email, phone calls, or in person.
E. Attend other professional association events and meetings.
F. You may promote your candidacy via social media networking. You must conduct yourself at all times in a professional, courteous, and respectful manner to maintain the reputation of your fellow candidates and HSPA.
A. Do not identify yourself as a candidate on the Association's discussion forum.

3. Violations of Candidate Guidelines: Any violations of the candidate guidelines will be addressed by HSPA's Nominating Committee with recommendations to the Board of Directors and could result in immediate removal from the HSPA slate of candidates.

LEADERSHIP LETTER TEMPLATE

This sample letter can be used to give to your employer to gain their support for your interest in serving on the HSPA Board of Directors.

{Insert date here}

Dear _____ {insert name of Manager, Supervisor, Director, or Administrator},

The purpose of this letter is to inform you of my sincere desire to run for {INSERT: the office of President-Elect or the Board of Directors} of the Healthcare Sterile Processing Association (HSPA). HSPA is the organization that represents the sterile processing (SP) profession and provides organized educational and certification offerings, professional development and support to more than 61,000 SP professionals worldwide.

I wish to run for office because I believe I could use my experience, skill sets and leadership qualities to make a positive difference – not only for HSPA, but also for the SP profession. As a Board member, I would be afforded the unique opportunity to network and collaborate with industry leaders; share my knowledge and experience with fellow SP professionals; achieve professional recognition for myself and our facility; and help guide, shape and support new projects, programs and initiatives that will help provide HSPA's membership and other SP professionals with the tools needed to consistently deliver quality customer service and improve patient safety.

Some travel and time commitments would be involved if I were elected to this office, including participation in Board of Directors conference calls, travel to the Annual Conference and at least two Board meetings, and as needed, involvement in additional projects and issues that require Board member input. HSPA covers all travel expenses to Board meetings, including airfare, hotel, and meal expenses.

I am confident that I can effectively balance the requirements of an HSPA Board member with my current on-the-job roles and responsibilities. I hope you will support me in my pursuit of this position on HSPA's Board. If you have any questions or concerns, please contact me and I'll be happy to provide more information.

In the meantime, I'd like to thank you for your time and consideration.

Sincerely,

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Board of Directors Application Form:

Date:	
Name:	
Title:	
Place of Employment:	
Phone:	
Email:	

Certifications held:	
Number of years as an HSPA member:	

1. Do you meet the eligibility requirements to serve on the Board of Directors as outlined in the HSPA Bylaws?

A. Must be an active member of the Association in good standing for at least one (1) year and must maintain that status throughout his/her term of office.

Yes	
No	

B. Must be employed by a healthcare facility.

Yes	
No	

C. Must hold and maintain CRCST certification throughout his/her terms of office.

Yes	
No	

2. Can you dedicate the commitment of time to the Board of Directors (attending out-of-town meetings, monthly conference calls, and regularly corresponding with other Board members)?

Yes	
No	

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3. Do you have a commitment from your employer to serve on the Board of Directors (2-year term)?

Yes	
No	

4. I have read the candidate handbook and understand if elected, I will be required to sign and comply with the HSPA Conflict of Interest policy (page 15 of the candidate handbook).

Yes	
No	

5. As outlined in the Conflict-of-Interest policy, participants in HSPA-related activities are obligated to disclose the positions they hold or relationships they have within HSPA and with other organizations or entities that may conflict, directly or indirectly, with their HSPA activities. They also have an obligation to disclose any financial interest in, or other relationship with, an entity having a "commercial interest" in the activity.

Please disclose any involvement with other entities that could create a potential conflict with HSPA Board service.

6. Has any disciplinary or civil action been entered against you by a certifying body, association, governmental agency or legal body?

Yes	
No	
If yes, please explain.	

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7. Please list current and prior HSPA involvement at the national or local levels (i.e., leadership roles, committee participation, chapter activities, volunteer activities, etc.)

8. What value would you bring to the ongoing efforts of HSPA as a Board member of the organization?

9. How would you support the current mission of HSPA?

10. Describe the critical issues you think the sterile processing profession will face over your possible Board tenure. How would you, as a Board member, address these issues?

11. Describe any unique qualifications such as leadership, life, and business expertise that may set you apart from other candidates and position you as an effective board member.

If any representation or statement contained in this application is discovered to be proven false or inaccurate, the applicant could be subject to disqualification by the Nominating Committee.

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Nominee Statement of Understanding

I, _____, certify that the nomination information submitted is accurate and does not misrepresent my qualifications for the HSPA Board of Directors.

If selected as a candidate for office on the HSPA Board of Directors, I attest that I will:

- Act in the best interest of the Association;
- Conduct myself at all times in a professional, courteous, and respectful manner to maintain the reputation of HSPA;
- Disclose any potential conflicts of interest as outlined in the HSPA Conflict of Interest policy found in the Candidate Handbook; and
- Act ethically, respectfully and with integrity.
- Abide by the Campaigning Guidelines outlined in the Candidate Handbook.

Additionally, I represent that the statements contained in my application are true and accurate.

I understand that any violations of the forgoing statements will be addressed by HSPA's Nominating Committee with recommendations to the HSPA Board of Directors and could result in immediate removal from the HSPA slate of candidates.

Signature: _____

Date: _____

Submission Checklist:

____ Board of Directors Application Form
____ Resume/vitae (include contact information)
____ Two professional letters of reference

Please complete and email this form along with other submission documents to:
nominations@myHSPA.org

If you have any questions, please contact Kathy O'Brien
kobrien@myHSPA.org
(312) 440-0078 x321

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HSPA Conflict of Interest Policy

The Healthcare Sterile Processing Association ("HSPA") is dedicated to promoting patient safety worldwide by raising the level of expertise and recognition for those in the Central Service profession by providing educational, professional development, certification, communication, and representation opportunities for Central Service professionals; through collaboration efforts with allied partners, members, and associates; and through advocacy initiatives for public policy changes. To accomplish that mission, it conducts various education, certification and certification-related activities in a manner that upholds standards for competent practice. The integrity of HSPA, and the activities it undertakes, depends on the avoidance of conflicts of interest, or even the appearance of such conflicts, by the individuals involved in those activities.

At the same time, HSPA recognizes that the elected and appointed leaders of HSPA, as well as other individuals acting on its behalf or participating on its committees, also have significant professional, business and personal interests and relationships. Therefore, HSPA has determined that the most appropriate manner in which to address actual, potential or apparent conflicts of interest is initially through complete disclosure of any relationship or interest which might be construed as resulting in such a conflict. Disclosure under this Policy should not be construed as creating a presumption of impropriety or as automatically precluding someone from participating in an HSPA activity or decision-making process. Rather, it reflects HSPA's recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants in HSPA-related matters.

Disclosure

Any individual involved on the Board of Directors, committee, activity or decision-making process shall disclose any conflicting or potentially conflicting personal, professional or business interest he or she may have, directly or indirectly, with the affected activity or decision. Potentially conflicting interests may relate to HSPA's programs and services (e.g., exam development, question writing, development of position statements) or its operations (e.g., contracts with third parties).

In particular, participants in HSPA-related activities are obligated to disclose the positions they hold or relationships they have within HSPA and with other organizations or entities that may conflict, directly or indirectly, with their HSPA activities. They also have an obligation to disclose any significant financial interest in, or other relationship with, an entity having a "commercial interest" in the activity. A commercial interest may exist not only where the entity's products or services are under consideration by HSPA, but also where the entity's products or services are in competition or potential competition with those under consideration. By the disclosure of such interests, Board members or their designee(s) will be in a better position to determine whether the participant may have an interest in conflict with the interests of HSPA.

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HSPA primarily is concerned with potential conflicts of interest involving those individuals participating directly in HSPA-related activities. Potential conflicts of interest also may arise, however, if an individual with whom the participant directly shares income (e.g., a spouse, minor child or business partner) or a third party whose interest may affect the participant's decision making (e.g., a sibling or adult child) has an interest in, or relationship with, an entity having a commercial interest in the activity or matter under consideration. As a result, participants should disclose not only their own interests or relationships but also those of their spouse or minor children. In addition, participants should disclose interests or relationships held by others that may affect their decision-making, but only to the extent they are aware of such information. Participants are under no obligation to determine the nature of every interest held by a sibling, business partner, etc. if they have no independent knowledge of such interests.

In general, participants should err on the side of disclosure if in doubt as to whether it is required under the Policy. Examples of relationships or interests related to HSPA, the Central Service profession or education of Central Service professionals which should be disclosed include:

- **Positions in HSPA** - All positions currently held or sought in HSPA (e.g., Board or committee member), as well as any other current or proposed relationship with HSPA (e.g., service provider, paid consultant) must be disclosed.
- **Relationships with Other Organizations/Entities** - Any leadership role in, or other relationship with, another organization or entity (e.g., board member, committee member, advisor, journal contributor) directly or indirectly related to HSPA, the Central Service profession or education or certification of Central Service professionals must be disclosed.
- **Employment** - Any current or proposed full- or part-time employment, as well as any employment within the previous twelve (12) months, must be disclosed.
- **Consultancies** - Any current or proposed consulting arrangements with a commercial interest as well as any consulting performed or paid for within the previous year must be disclosed.
- **Ownership Interests** - Any ownership interests (including stock options but excluding indirect investments through mutual funds and the like) in a company, the stock of which is not publicly traded, must be disclosed. Ownership interests in companies that are publicly traded also must be disclosed. In addition, any other ownership interests in an entity having a commercial interest in an activity or matter under consideration by HSPA must be disclosed.
- **Honoraria** - Honoraria or other reasonable payments for seminar presentations, speeches, or appearances from a commercial interest paid within the last year must be disclosed.
- **Research Funding** - Receipt of funds for conducting research must be disclosed.

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Conflict of Interest Disclosure Form

The HSPA Conflict of Interest Disclosure Form (Disclosure Form) shall be considered a part of this Conflict of Interest Policy and must be submitted by individuals participating in HSPA activities.

Initially, a participant's obligation to report actual, potential or apparent conflicts is discharged by completing the Disclosure Form. Participants remain under a continuing obligation, however, to report such conflicts as they arise, including those that were not reported on the Disclosure Form, but which later become relevant to the HSPA activity in which they are involved.

For example, an individual appointed to serve as a Director is not expected to anticipate all the conflict situations that may arise during the course of that appointment. If, however, the Director is asked to make a decision that could affect, directly or indirectly, an entity in which the Director has a financial or other interest, the Director has an obligation to disclose the potential conflict to the Board, or its designee(s), before becoming involved in the decision making process.

Implementation Procedures

All participants in HSPA-related activities must comply with the HSPA Conflict of Interest Policy. It is the responsibility of the disinterested members of the Board or designated committee chairs, etc. to apply and abide by the HSPA Conflict of Interest Policy. And, inasmuch as the Policy is stated in general terms, they should use their best judgment in doing so.

In order to facilitate implementation of the HSPA Conflict of Interest Policy, the Board or its designee(s) shall determine, based on the Disclosure Form and other relevant information, when an individual engaged in, or about to engage in, an HSPA-related activity or other matter under consideration has an actual, potential, or apparent conflict of interest requiring some response by HSPA. Specifically, subject to the procedures set forth herein, the Board or its designee(s) may require any action they deem appropriate, including, but not limited to, the following:

1. Disclosure of the interest to the other participants in the decision - or policy-making body (e.g., committee).
2. Written and, in some cases, oral disclosure of the interest (e.g., at Board or committee meetings).
3. Recusal from voting on a matter and limitation of the individual's participation only to the provision of factual information of benefit to the group discussion.
4. Complete recusal from a portion of a meeting or from other consideration of the subject matter.
5. Replacement of the individual in the affected position or activity.

In most instances, disclosure of the conflicting or potentially conflicting interest will itself suffice to protect HSPA's interests. In other words, once such a conflict is fully disclosed to the relevant parties, they generally will be able to evaluate the possible influence of the disclosed

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interest. However, in other situations, disclosure alone is not deemed to be sufficient. In situations where disclosure does not adequately deal with actual or potential problems, additional action, including denial of participation in the affected activity or consideration of the matter, may be necessary.

It should be noted that the Board has determined that certain relationships – dualities of interest, for example, where a member has potentially competing duties of loyalty – are so pervasive that such conflicts and dualities of interest should be avoided from the outset. In other words, denial of participation often is best implemented by not allowing the participation in the first instance. For example, many members serve on the Boards of organizations that have a commonality of interest with HSPA. That can be a very good thing. However, when a member serves on the Board of another organization and, simultaneously, serves in a position of leadership and influence in HSPA, the potential conflicts and dualities of interest often can be too fundamental to be managed by either disclosure or recusal, and too awkward and difficult to implement by after the fact denial of participation.

As such, the Board is providing guidance that certain conflict situations should be avoided at the outset. Examples of such situations include persons serving on the boards of organizations such as the Certification Board for Sterile Processing & Distribution (CBSPD), etc. who seek to serve in key leadership roles at HSPA (as an officer or member of the HSPA Board, for example). These types of conflict scenarios should be avoided, upfront, to the degree possible or practical.

In all such situations, the Board or their designee(s) will weigh all of the facts and circumstances and determine what is in the best interests of HSPA. For example, in weighing the facts and circumstances, the Board or their designee(s) may determine that serving as, say, an CBSPD director would not preclude someone from serving as an officer of HSPA, but serving as an CBSPD officer would. Similarly, the Board or their designee(s) may weigh the facts and circumstances and determine that no one serving as an CBSPD director should serve as a member of the HSPA Board.

In all circumstances, individuals who seek to serve in leadership roles in HSPA are cautioned to avoid conflict and duality of interest situations which could result in an upfront denial of participation in an HSPA leadership role. Or, in the alternative, and in order to serve in a leadership role in HSPA, they should be prepared to sever the duality of interest position.

The Executive Director has primary responsibility for interpreting and applying this Conflict of Interest Policy. As such, the Executive Director will regularly review all conflict of interest disclosure forms and will be available to provide advice to the Board of Directors, HSPA committees or staff on managing conflicts of interest including, without limitation, policies, practices, and procedures on disclosure, recusal, and/or denial of participation.

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Conflict of Interest Disclosure Form

I affirm that the following are all of my (including my immediate family and household[1]) material business, financial and organizational interests and affiliations which are or could be construed to be reasonably related to the interests, activities and programs of HSPA:

Please complete the following or attach substantially the same information in some other form. If you have no information to list, please note "None."

1. **Positions in HSPA**. Please list all positions currently held or sought in HSPA (e.g., Board or committee member), as well as any other current or proposed relationship with HSPA (e.g., service provider, paid consultant) must be disclosed.

_____

_____

2. **Business Interests and Positions.** Please list any memberships on boards, offices held, employment or consulting arrangements or other affiliations you currently hold or have held within the previous 12 months (or reasonably expect to have within the next 12 months) with any organization, business, group, agency or other entity that has done business with or potentially competes with HSPA, or that you reasonably believe may do business with or compete with HSPA or that is related to the Central Service profession or the certification or education of Central Service professionals (including, without limitation, research grants, honoraria or other reasonable payments for seminar presentations, speeches, or appearances from a commercial interest paid within the last year).

_____

_____

3. **Material Ownership Interests.** Please list any material ownership interests (including stock options but excluding indirect investments through mutual funds and the like) in any entity that has a commercial interest in any activity, contract or matter directly related to the activities of HSPA (just the fact of ownership must be reported, and not the actual amount of such holdings).

_____

_____

[1] For purposes of this disclosure form, the term "immediate family or household" refers to an individual's spouse, minor child, or other person with whom such individual directly shares income.

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4. **Organizational Interests and Positions.** Please list any leadership roles or positions you hold or have held (e.g., board member, committee member, chair, president, advisor, contributor) in any organization, business or other entity that involves or may be perceived to compete with or be contrary to the interests of HSPA or that are otherwise related to or associated with the Central Service profession or certification or education of Central Service professionals.

_____

_____

5. **Actual, Potential or Apparent Conflicts.** Please list any other activities, positions or interests you engage in or hold or anticipate engaging in or holding, which reasonably could be perceived to conflict with the interests of HSPA.

_____

_____

I have read, understand and agree to the terms of HSPA's Conflict of Interest Policy. To the best of my knowledge and belief, the information reported above is complete and accurate, and I am not aware of any other personal or professional position(s) or interest(s) or activities in which I am, or am about to be, engaged that reasonably may be anticipated to conflict with the interests of HSPA.

Signature: _____ Date: _____

Please forward a copy of this Disclosure Form to HSPA's Executive Director. Keep a copy for your records.

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