



NORTHERN ARIZONA UNIVERSITY

Office of the President

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Oct. 21, 2014

Dear Colleagues,

Employees at Northern Arizona University are committed to maintaining the highest standards of conduct and to setting examples for our students and the local community. With this in mind, we launched the [CERT program](#) in 2012. The program requires each of us to complete annual certifications of how we conduct our day-to-day business.

NAU offers this program to assure the public of our integrity as we manage resources. Through CERT, we can demonstrate how our teaching, research, scholarly activities, and business and work practices meet the highest standards. NAU has worked hard to establish a strong reputation for operating efficiently and effectively. Your compliance with the CERT program through online reporting will help keep that reputation intact.

The CERT course, which can be [accessed at this website](#), includes:

- standards and expectations of conduct
- employee conflict of interest disclosure, also known as e-CERT
- resources to better understand employee obligations under the program

In addition to the required annual certifications for current employees, new hires are directed to complete the program online. As employee circumstances change throughout the year, the e-CERT must be updated within 15 days of when changes occur.

Thank you for your commitment to this program and for upholding a culture of integrity and compliance at NAU.

Sincerely,

A handwritten signature in black ink that reads "Rita".

Rita Cheng
President