

**Policy: Fraudulent/Irregular Documents**  
**Approval Date: June 16, 2021**  
**Approved Revision Date: TBD**  
**Other: N/A**

Policy Number: A106



## **Purpose**

NNAS supports its Regulatory Body members to protect the public by issuing Advisory Reports that meet the highest standards of integrity, accuracy, and validity.

## **Scope**

This policy applies when NNAS suspects one or more of the following circumstances has occurred:

- NNAS has received documents that are not legitimate or do not come from a legitimate institution;
- NNAS has received documents that are irregular, or appear forged or altered; or
- An applicant has made a misrepresentation in their application, including but not limited to falsely representing that they have submitted all the required documentation.

This policy will be implemented by NNAS and any organization contracted by NNAS to perform credentialing and assessment services on NNAS' behalf.

## **Policy**

To ensure the integrity of the credentialing and assessment process NNAS will take immediate action if it suspects any of the circumstances described above in the "Scope" of this policy have occurred.

NNAS will follow the process set out below in response to one or more of the situations set out above under "Scope":

- Make inquiries and if necessary conduct an investigation.
- If appropriate, seek verification or explanation from the applicant or institution.
- If the applicant does not provide the necessary verification or provide a reasonable explanation, NNAS will cancel the application without refund, and the cancelled application and accompanying documents will be the property of NNAS.
- If NNAS cancels an application under this policy, it will notify the Regulatory Body or Bodies identified in the application.
- In addition to notifying the Regulatory Body or Bodies identified in the application, NNAS reserves the right to:
  - notify appropriate authorities, including but not limited to NNAS member regulatory bodies;
  - notify the institution that issued or apparently issued the credentials;
  - temporarily or indefinitely ban the applicant from applying to NNAS in the future; and
  - take other action it considers appropriate.
- NNAS' appeals process applies to any applications cancelled under this policy.