



STATE GOVERNMENT AFFAIRS COUNCIL
 108 N. COLUMBUS ST., 2ND FLOOR
 ALEXANDRIA, VA 22314

T: 571.312.3426
 F: 571.312.3457
 W: WWW.SGAC.ORG

STATE GOVERNMENT AFFAIRS PROFESSIONAL CERTIFICATE PROGRAM APPLICATION

CANDIDATE INFORMATION:

Candidate Name _____
 Title/Responsibilities _____

 Member/Organization Name _____
 Address _____
 City/State/Zip _____
 Phone _____ Fax _____
 E-mail _____

REQUIREMENTS INFORMATION:

All candidates must have a bachelors degree and be employed by an SGAC member company.

Bachelors Degree
 School/Year: _____

FEE INFORMATION:

A one-time, nonrefundable filing fee of \$175 must be submitted with your application.

AMEX Total Due _____
 MasterCard Credit Card Number _____
 VISA Expiration Date _____
 Cardholder Name _____
 Cardholder Signature _____

If you would like to submit your fee payment by check, please write your check to the State Government Affairs Council (SGAC) and mail it to 108 N. Columbus St., 2nd Floor, Alexandria, VA 22314.

My signature below confirms that I, as a State Government Affairs Professional Certificate Program candidate, have reviewed and acknowledge the SGAC Guidelines for Professional Conduct and have submitted information on this application that is true and correct.

Signature _____

Date _____

SGAC GUIDELINES FOR PROFESSIONAL CONDUCT

SGAC believes government affairs professionals should uphold the highest standards of ethical behavior. In that regard, SGAC expects its members and State Government Affairs Professional Certificate Program candidates to adhere to the following guidelines:

- Members will comply with both the letter and the spirit of all applicable laws regarding lobbying, campaign finance, political activities and business-government relations.
- Members will represent the interests of their employer or client in an honest, open fashion, avoiding the intentional dissemination of false or misleading information to clients or employers, public officials, the media or professional colleagues.
- Members will treat all involved in the governmental process with full respect and dignity.
- Members will avoid conflicts of interest and where conflict is unavoidable, will communicate the facts fully and freely to those affected.
- Members will strive to increase public understanding of the role of advocacy in a representative democracy through individual and collective educational efforts.
- Members will continue to pursue professional development through formal education, meetings and seminars, and any other means available to acquire enough knowledge to fairly present a balanced point of view.
- Members will respect and abide by the applicable rules, regulations and practices of national and regional organizations of state government officials.