
COMMITTEE ON ETHICS

INSTITUTION CONFIRMATION FORM

This form must be completed by an individual affiliated with an institution offering a House Member, officer or senior staff compensation for teaching. Please answer each question and attach additional information as needed. **Please return this form directly to the House Member, officer, or employee seeking permission to teach for your institution.** Please *DO NOT* submit this form directly to the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

Signify that the statements are true by checking the boxes:

1. The teaching is part of a regular course of instruction at an established academic institution.
2. All compensation comes from the funds of the institution and none is derived from federal grants or earmarked appropriations.
3. The payment is for services on an ongoing basis, not for individual presentations or lectures.
4. The teacher's responsibilities include class preparation and student evaluation (for example, grading papers, testing, and homework).
5. The students receive credit for the course taught.
6. The compensation does not exceed that normally received by others at the institution for a comparable level of instruction and amount of work.

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature: _____ **Date:** _____

Name: _____

Title: _____

Institution: _____

Address: _____

Telephone: _____

Email: _____