



Inspired Leaders Serving Their Communities

**Accreditation Application Submission Portal**  
**Terms and Conditions of Use**

NEMSMA requires that all applications for Accreditation (both for Programs and Conference Sessions) be submitted to NEMSMA's Committee on Accreditation (CoA) electronically. The purpose behind this is four-fold: 1) the accreditation review process requires the CoA to be able to distribute and provide direct access to all the various forms and attachments submitted by a Registered Leadership Education Provider (RLEP) during the accreditation review process; 2) NEMSMA's Accreditation Reviewers need to be able to electronically view various attachments, such as media files submitted by the applicant; 3) the format and file sizes are often too large for traditional email to handle; and, 4) individual Accreditation Reviewers need to enter various information into the application forms directly, which is then compiled by the CoA for final review and determination of accreditation.

After exploring many different options, NEMSMA selected "Dropbox for Business" as its secure file transfer, file-sharing and file storage platform. Unlike the "free" version of Dropbox, "Dropbox for Business" is a robust and secure file transfer and sharing platform with best-in-class privacy and security features, which is HIPAA/HITECH compliant and meets US and EU privacy standards, and includes advanced data protection; 256-bit AES and SSL/TLS encryption; two-factor authentication (2FA); password-protected, expiring shared links; and, advanced sharing permissions. NEMSMA provides all RLEPs with a unique, secure, one-way link to this platform through which to submit Accreditation applications. You DO NOT need a "Dropbox for Business" (or even a regular Dropbox) account to access the link or upload Accreditation application documents.

Of course, when dealing with secure file transfer, sharing, and storage platforms, there are some (very understandable) rules, terms, and conditions which both the transfer/sharing/storage platform and NEMSMA require anyone using or accessing the platform to abide by. This is as much to protect "Your Stuff" as it is to protect NEMSMA's "Stuff" and everyone else's "Stuff" who also use the "Dropbox for Business" platform. As a result, NEMSMA has adopted Dropbox's "Acceptable Use Policy."

NEMSMA requires that all RLEPs and anyone else authorized by NEMSMA to access and use the NEMSMA "Dropbox for Business" platform AGREE to abide by the "Dropbox Acceptable Use Policy" as stated below and which may be updated from time to time by Dropbox:

## Dropbox Acceptable Use Policy

Dropbox is used by millions of people, and we're proud of the trust placed in us. In exchange, we trust you to use our services responsibly.

You agree not to misuse the Dropbox services ("Services") or help anyone else to do so. For example, you must not even try to do any of the following in connection with the Services:

- probe, scan, or test the vulnerability of any system or network;
- breach or otherwise circumvent any security or authentication measures;
- access, tamper with, or use non-public areas or parts of the Services, or shared areas of the Services you haven't been invited to;
- interfere with or disrupt any user, host, or network, for example by sending a virus, overloading, flooding, spamming, or mail-bombing any part of the Services;
- access, search, or create accounts for the Services by any means other than our publicly supported interfaces (for example, "scraping" or creating accounts in bulk);
- send unsolicited communications, promotions or advertisements, or spam;
- send altered, deceptive or false source-identifying information, including "spoofing" or "phishing";
- promote or advertise products or services other than your own without appropriate authorization;
- abuse referrals or promotions to get more storage space than deserved;
- circumvent storage space limits;
- sell the Services unless specifically authorized to do so;
- publish or share materials that are unlawfully pornographic or indecent, or that contain extreme acts of violence;
- advocate bigotry or hatred against any person or group of people based on their race, religion, ethnicity, sex, gender identity, sexual preference, disability, or impairment;
- harass or abuse Dropbox personnel or representatives or agents performing services on behalf of Dropbox;
- violate the law in any way, including storing, publishing or sharing material that's fraudulent, defamatory, or misleading; or
- violate the privacy or infringe the rights of others.

(copied from [https://www.dropbox.com/terms#acceptable\\_use](https://www.dropbox.com/terms#acceptable_use))

**NEMSMA requires that all Accreditation Applications and attachments be submitted using the "Dropbox for Business" platform by way of the secure link provided upon successful RLEP registration. If you cannot locate the link, never received it, or experience other difficulties accessing it (such as firewall restrictions in your workplace), please email the Committee on Accreditation at [accreditation@NEMSMA.org](mailto:accreditation@NEMSMA.org) for assistance. Exceptions to this policy may be granted in the discretion of the CoA on a case-by-case basis for good cause shown.**