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THINKING FOR A CHANGE – CERTIFIED FACILITATOR (T4C-CF) CODE OF ETHICS

INTRODUCTION

The Thinking for a Change - Certified Facilitator (T4C-CF) is a certification created by the Center for Credentialing & Education (CCE) in consultation with the National Institute of Corrections (NIC). This certification program, administered by CCE, identifies qualified individuals who have satisfied the established knowledge standards. T4C-CF certificants provide quality instruction and educational services to Thinking for a Change (T4C) Program participants in certain correctional populations.

Regardless of any other affiliation or credential, this T4C-CF *Code of Ethics (Code)* applies to each individual certified by CCE as a T4C-CF (certificant) and each individual seeking the T4C-CF certification (applicant). The *Code* is designed to provide appropriate ethical practice guidelines and enforceable standards of conduct for all certificants and applicants. The *Code* also serves as a resource for those served by T4C-CF certificants and applicants (participants), with respect to such standards and requirements.

T4C-CF certificants and applicants have the obligation to maintain high standards of integrity and conduct; act in a manner that protects the welfare and interests of participants; accept responsibility for their actions; act in a manner consistent with accepted ethical and legal standards; continually seek to enhance their occupational capabilities; and practice with fairness and honesty.

SECTION A COMPLIANCE WITH LEGAL REQUIREMENTS AND CONDUCT STANDARDS

T4C-CF certificants and applicants shall:

1. Comply with all applicable laws and governmental regulations relating to occupational activities.
2. Refrain from other conduct or behavior that is contrary to legal, occupational, or ethical standards or requirements.
3. Refrain from behavior involving dishonesty, fraud, deceit or misrepresentation.
4. Refrain from unlawful discrimination in occupational activities, including but not limited to discrimination based on age, race, gender, ethnicity, sexual orientation, gender orientation, religion, national origin or disability. Occupational activities include relationships with employers, participants and colleagues.

5. Avoid condoning or engaging in harassment, including but not limited to deliberate or repeated unwelcome comments, gestures or physical contact.
6. Maintain accurate and otherwise appropriate participant records in accordance with applicable legal and occupational requirements.
7. Make appropriate disclosures and referrals to government agencies and employers when a participant appears to be a danger or is otherwise unable to act safely concerning him/herself or others. Such disclosures and referrals shall be consistent with legal and occupational requirements.

SECTION B COMPLIANCE WITH CCE ORGANIZATIONAL POLICIES AND RULES

T4C-CF certificants and applicants shall:

1. Comply with all applicable CCE policies and procedures, including the T4C-CF *Code of Ethics* and *CCE Ethics Case Procedures*, as amended or revised.
2. Provide accurate, complete, truthful representations and information to CCE, including but not limited to information submitted for certification and recertification.
3. Maintain the security of confidential CCE information and materials, including but not limited to examination materials.
4. Cooperate fully with CCE concerning ethics matters, including but not limited to the collection of information.
5. Inform and support others regarding certification standards and responsibilities set forth in this *Code*.
6. Report an apparent violation of the T4C-CF *Code of Ethics* by a certificant or applicant which is based on reasonable and clear factual support.

SECTION C PERFORMANCE OF SERVICES AND OTHER OCCUPATIONAL ACTIVITIES

T4C-CF certificants and applicants shall:

1. Conduct all occupational activities responsibly and fairly with employers, participants, and colleagues.
2. Recognize the scope and limitations of their respective occupational abilities and qualifications, and provide services only when qualified. Each certificant or applicant is responsible for determining the limits of his or her own abilities based on education, knowledge, skills, practice experience, credentials, and other relevant considerations.
3. Maintain and protect the confidentiality of private or otherwise sensitive information obtained in the course of providing services, unless the information is reasonably understood to pertain to an unlawful

activity, a court or governmental agency lawfully directs the release of confidential information, or the employer or participant expressly authorizes the release of specific confidential information.

4. Properly use occupational credentials, titles, and degrees; and provide truthful and accurate representations concerning education, experience, qualifications, competency, and the performance of services.
5. Avoid instructional techniques that are harmful to participants. Each certificant or applicant is responsible for ensuring that the techniques used are consistent with participants' needs; consistent with participants' emotional, intellectual and physical capacities; and shall inform participants regarding the purpose, application and results of the instructional techniques, assessments and strategies.

SECTION D

AVOIDANCE OF CONFLICTS OF INTEREST AND THE APPEARANCE OF IMPROPRIETY

T4C-CF certificants and applicants shall:

1. Disclose to employers or participants significant circumstances that could be construed as a potential or real conflict of interest, or any having an appearance of impropriety.
2. Avoid conduct that could cause a conflict of interest related to, or otherwise interfere with, occupational judgments regarding a participant or employer. If such a circumstance is unavoidable, the certificant or applicant shall take reasonable steps to resolve such conflict.
3. Avoid engaging in multiple relationships with participants. In situations where multiple relationships cannot be avoided, the certificant or applicant shall discuss the potential effects of the relationships with the affected participant(s), and shall take reasonable steps to avoid any harm to the participant(s).
4. Avoid sexual or romantic relationships with current participants. Certificants and applicants shall not engage in sexual or romantic interactions with former participants for a minimum of two (2) years following the termination of the instructional relationship.
5. Refrain from offering or accepting significant payments, gifts, or other forms of compensation or benefits that could be intended to influence occupational judgment.
6. Accurately, truthfully, and completely acknowledge the intellectual property of others with respect to all activities.

Initial Approval by the NBCC Board of Directors [July 9, 2009].
Approval by the CCE Board of Directors [September 12, 2009]
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