



## **CENTER FOR CREDENTIALING & EDUCATION™, INC. (CCE™)**

### **Credential Eligibility Ethics Policy *Relating to Criminal, Legal, and Professional Disciplinary Matters***

#### **A. POLICY INTRODUCTION AND PURPOSES.**

Center for Credentialing & Education (CCE) credential candidates and credential holders are expected to understand and adhere to all CCE ethical conduct standards, including the CCE Code of Ethics. Due to the nature of the credential holder-client relationship, and the sensitive information shared within the relationship, CCE credential holders assume a position of power and professional responsibility with respect to their clients. Therefore, credential holders must conduct themselves in a highly ethical manner, which protects the relationship, and maintains the required high level of trust between the credential holder and the client. As a matter of public trust and protection, CCE has an obligation to carefully review all reports and disclosures of potential ethical issues related to the conduct, fitness, and related credential eligibility of candidates/credential holders, consistent with this Policy.

The purposes of this Policy are to: identify and explain the ethics-related matters and events that must be reported to CCE as part of the credential application and maintenance processes; and, explain the procedures by which CCE reviews such ethics-related disclosures, and determines whether the reported information will affect the candidate's/credential holder's credential eligibility.

#### **B. REQUIRED ETHICS-RELATED DISCLOSURES.**

CCE requires all candidates/credential holders to report all disclosable criminal, legal, and professional/occupational disciplinary matters when applying for credential or credential maintenance, within sixty (60) days of the candidate's/credential holder's knowledge of such matters. However, the disclosure of such matters does not automatically disqualify a candidate/credential holder from credential eligibility.

As required by this Policy and CCE credential applications, each candidate/credential holder must identify and explain whether she/he/they was/were or is the subject of any of the following ethics-related matters (Required Disclosure Matters):

1. Prior criminal felony, misdemeanor, and other criminal convictions.
2. Current and pending criminal felony, misdemeanor, and other charges, including complaints and indictments.

3. State Court matters where the candidate/credential holder was charged with driving under the influence (DUI) of alcohol or controlled substances within ten (10) years prior to the date of their initial credential application or credential maintenance application.
4. Government agency and professional/occupational organization conduct or other complaint matters relating to the candidate/credential holder, including disciplinary and complaint matters, within ten (10) years prior to the date of their initial credential application or credential maintenance application.
5. Legal matters related to the candidate's/credential holder's business or professional/occupational activities, including civil complaints and lawsuits.

**C. DISCLOSURE REVIEW PROCESS.**

Following the receipt of a Required Disclosure Matter, the Director of Ethics, or an authorized designee identified by the President and Chief Executive Officer (CEO), will review the related credential application or credential maintenance application, and the information reported by the candidate/credential holder. The Director of Ethics will determine whether additional information is necessary to evaluate the matter, and may require the candidate/credential holder to submit specific information and/or documents in order to complete the disclosure evaluation.

In the event that CCE receives information that a Required Disclosure Matter was not reported by a candidate/credential holder, the Director of Ethics or designee will instruct the candidate/credential holder to provide all relevant information concerning the matter, and may seek additional information and documents from other sources. In addition, the Director of Ethics may direct the candidate/credential holder to satisfy other conditions related to the Required Disclosure Matter. The failure to properly report a required Disclosure Matter may affect a candidate's/credential holder's eligibility, and may result in other sanctions, consistent with this Policy.

**D. ELIGIBILITY DECISION CRITERIA.**

The following criteria will be applied to the information received concerning a Required Disclosure Matter, and considered in determining whether the candidate/credential holder is eligible for CCE credential:

1. The relationship of the Required Disclosure Matter to the candidate's/credential holder's ethical responsibilities and conduct, or professional responsibilities.
2. The severity and significance of the candidate's/credential holder's conduct related to the Required Disclosure Matter.
3. Any injury to person(s) or property related to the Required Disclosure Matter.

4. The amount of time that has passed since the events related to the Required Disclosure Matter.
5. The imposition and completion of Court, government agency, and/or organizational conditions and requirements related to the Required Disclosure Matter.
6. Whether the candidate/credential holder has cooperated with the review of the Required Disclosure Matter, and has conducted themselves in a professional and cooperative manner.
7. Whether the candidate/credential holder has provided all required information related to the Required Disclosure Matter, and has satisfied all conditions related to the matter.
8. Whether the candidate/credential holder has engaged in remedial actions and/or rehabilitative activities related to the Required Disclosure Matter.
9. Whether granting credential to the individual would negatively affect the public's trust in CCE and/or CCE credential.

**E. ELIGIBILITY ETHICS DECISIONS.**

Based on a review of the Required Disclosure Matter under the criteria set forth in Policy Section D, above, the Director of Ethics or authorized designee will make a final eligibility ethics decision whether the candidate/credential holder is:

1. Eligible for a CCE credential or credential maintenance;
2. Eligible for a CCE credential or credential maintenance, with conditions;
3. Ineligible for a CCE credential or credential maintenance under the Policy; or,
4. Ineligible for a CCE credential or credential maintenance under the Policy, with conditions.

The final eligibility ethics decision regarding a Required Disclosure Matter will be communicated to the candidate/credential holder in writing by mail and/or email. The Director of Ethics may consult with the Ethics Advisory Council, General Counsel, and/or other appropriate CCE representative(s) concerning the Disclosure Matter.

**F. CREDENTIAL INELIGIBILITY DECISION APPEALS.**

Candidates/credential holders may appeal an ineligibility ethics decision regarding a Required Disclosure Matter by submitting a written appeal to the CCE Ethics Department within thirty (30) days of the date of the decision. All appeals will be reviewed and resolved by the President and CEO, or an authorized designee. Based on a review of the Required Disclosure Matter record and appeal information submitted by the candidate/credential holder, the President and CEO or

authorized designee will issue a final, written appeal decision, which will be transmitted to the candidate/credential holder by mail and/or email. The final appeal decision may affirm, modify, or reverse the ineligibility ethics decision, as determined by the President and CEO or designee.

#### **G. CLOSING CREDENTIAL INELIGIBILITY MATTERS.**

Credential ineligibility ethics decisions and appeal decisions will become final in the following circumstances:

1. The Director of Ethics or authorized designee issues a final ineligibility decision which is not appealed by the candidate/credential holder within thirty (30) days of the date of the decision.
2. The President and CEO or authorized designee issues a final appeal decision affirming, modifying, or reversing the ineligibility ethics decision issued by the Director of Ethics or designee.

The ineligibility decision will remain in effect for at least two (2) years from the date of the decision, unless otherwise indicated by the Director of Ethics, or the President and CEO.

#### **H. NON-REFUNDABLE FEES.**

Credential application and credential maintenance fees are not refundable to candidates/credential holders determined to be ineligible for a CCE credential pursuant to this Policy.

#### **I. PUBLICATION OF CREDENTIAL INELIGIBILITY DECISIONS.**

CCE reserves the right to publish ineligibility ethics decisions and appeals decisions issued pursuant to this Policy, and to provide such decisions to State licensure agencies, other government bodies, professional organizations, and other relevant parties, as determined by CCE.