



DISTANCE CREDENTIALLED FACILITATOR (DCF) CODE OF ETHICS

INTRODUCTION

The Distance Credentialed Facilitator (DCF) is a credential created to address the evolving practice of distance facilitation. This credential program, administered by the Center for Credentialing & Education (CCE), identifies qualified individuals performing life career development and planning services who have satisfied the established standards.

Regardless of any other affiliations, this DCF *Code of Ethics (Code)* applies to each individual credentialed by CCE as a DCF (credential holder) and each individual seeking the DCF credential (applicant). The *Code* is designed to provide both appropriate ethics practice guidelines and enforceable standards of conduct for all credential holders and applicants. The *Code* also serves as a resource for clients served by DCF credential holders and applicants (clients), with respect to such standards and requirements.

DCF credential holders and applicants have the obligation to maintain high standards of integrity and conduct; act in a manner that protects the welfare and interests of clients; 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

DCF credential holders and applicants shall:

1. Comply with all applicable laws and governmental regulations relating to occupational activities.
2. Refrain from 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, clients 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 client records in accordance with applicable legal and occupational requirements.
7. Make appropriate disclosures and referrals to government agencies and employers when a client appears to be a danger or is otherwise unable to act safely concerning him/herself or others. Such disclosures or referrals shall be consistent with legal and occupational requirements.

SECTION B COMPLIANCE WITH CCE ORGANIZATIONAL POLICIES AND RULES

DCF credential holders and applicants shall:

1. Comply with all applicable CCE policies and procedures, including the DCF *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 related to credentialing and renewal.
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 DCF *Code of Ethics* by a credential holder or applicant based on reasonable and clear factual support.

SECTION C PERFORMANCE OF SERVICES AND OTHER OCCUPATIONAL ACTIVITIES

DCF credential holders and applicants shall:

1. Conduct all occupational activities responsibly and fairly with employers, clients, and colleagues.
2. Recognize the scope and limitations of their respective occupational abilities and qualifications, and provide services only when qualified. Each credential holder 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 the information, or the employer or client 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 occupational techniques that are harmful to clients. Each credential holder and applicant is responsible for ensuring that the techniques used are consistent with clients' needs; consistent with

clients' emotional, intellectual and physical capabilities; and shall inform clients regarding the purpose, application and results of the occupational techniques, assessments and strategies.

6. Obtain client's informed consent before initiating and throughout the duration of the service relationship. Each credential holder or applicant shall discuss the purposes, goals and nature of the distance facilitation relationship, as well as the limits of confidentiality and privacy.
7. Seek consultation with qualified professionals when necessary, and provide appropriate referrals when unable to provide appropriate assistance to a client and when terminating a service relationship.
8. Maintain appropriate agreements when providing supervision services. Each credential holder and applicant is responsible for ensuring that these agreements provide accurate and complete information regarding the supervisory relationship, including but not limited to supervision goals and expectations, evaluation processes and procedures, the preferred supervision model, the limits of confidentiality and privacy and applicable ethical and legal requirements.
9. Advise clients of the potential effects of receiving other assistive service providers throughout the course of the client relationship. In situations where the client is receiving services from other assistive providers, each credential holder and applicant must take reasonable steps to assist in coordinated service facilitation, and to maintain appropriate information release forms from the client or authorized representative.

SECTION D

AVOIDANCE OF CONFLICTS OF INTEREST AND THE APPEARANCE OF IMPROPRIETY

DCF credential holders and applicants shall:

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

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