



cce

CENTER FOR
CREDENTIALING
& EDUCATION

HUMAN SERVICES-BOARD CERTIFIED PRACTITIONER (HS-BCP) CODE OF ETHICS

INTRODUCTION

The Human Services-Board Certified Practitioner (HS-BCP) is a certification created in a partnership between the Center for Credentialing & Education (CCE) and the National Organization for Human Services (NOHS), in consultation with the Council for Standards in Human Services Education (CSHSE). The certification program, administered by CCE, identifies qualified individuals who have satisfied the established knowledge standards.

Regardless of any other affiliations or credentials, this *HS-BCP Code of Ethics (Code)*, applies to each individual certified by CCE as a HS-BCP (certificant), and each individual seeking HS-BCP certification (applicant). The *Code* is designed to provide appropriate ethics practice guidelines and enforceable standards of conduct for all certificants and applicants. The *Code* also serves as a resource for those served by HS-BCP certificants and applicants (clients), with respect to such standards and requirements.

HS-BCP 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 clients; accept responsibility for their actions; act 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

HS-BCP 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, 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 and referrals shall be consistent with legal and occupational requirements.

SECTION B COMPLIANCE WITH CCE ORGANIZATIONAL POLICIES AND RULES

HS-BCP certificants and applicants shall:

1. Comply with all applicable CCE policies and procedures, including the *HS-BCP 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 *HS-BCP Code of Ethics* by a certificant or applicant upon a reasonable and clear factual basis.

SECTION C PERFORMANCE OF SERVICES AND OTHER OCCUPATIONAL ACTIVITIES

HS-BCP certificants 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 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 the confidential 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 certificant or applicant is responsible for ensuring that the techniques used are consistent with clients' needs, emotional, intellectual and physical capacities; and shall inform clients regarding the purpose, application and results of the occupational techniques, assessments and strategies.
6. Obtain clients' informed consent before initiating a relationship and throughout the duration of the relationship. Each certificant or applicant shall discuss the purposes, goals and nature of the relationship, as well as the limits of confidentiality and privacy.
7. Seek consultation or supervision with qualified service providers when unable to provide appropriate assistance to a client, and provide appropriate referrals when terminating a service relationship.

SECTION D

AVOIDANCE OF CONFLICTS OF INTEREST AND THE APPEARANCE OF IMPROPRIETY

HS-BCP certificants and applicants shall:

1. Disclose to employers or clients 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 client 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 clients. In situations where multiple relationships cannot be avoided, the certificant or applicant shall discuss the potential effects of the relationships with the affected client(s), and shall take reasonable steps to avoid any harm to the client(s).
4. Avoid sexual or romantic relationships with current clients. Certificants and applicants do not engage in sexual or romantic interactions with former clients for a minimum of two (2) years following the last HS-BCP contact.
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.

Approved by the CCE Board of Directors: September 12, 2009
© 2009 Center for Credentialing and Education, Inc. (CCE)