



# **Credential Eligibility Ethics Policy**

**Relating to Criminal, Legal, and  
Professional Disciplinary Matters**

**June 15, 2026**

## 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 a 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 they were or are 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 a credential to the individual would negatively affect the public's trust in CCE and/or CCE credentials.

## 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.

## F. CREDENTIAL INELIGIBILITY DECISION APPEALS

1. Appeals of Ineligibility Decisions. Candidates/credential holders may appeal an ineligibility ethics decision (Ineligibility Decision) issued under this *Credential Eligibility Ethics Policy* by submitting a completed CCE Appeals Form and written appeal to the CCE Ethics Department. The President and Chief Executive Officer (President-CEO) or their designee is responsible for reviewing and resolving all appeals concerning applicant Ineligibility Decisions of the CCE Director of Ethics.
2. Time Period for Appeal. A completed CCE Appeals Form and written appeal must be submitted to the CCE Ethics Department within thirty (30) calendar days of the date of the Ineligibility Decision. Appeals submitted after the 30-day appeal deadline will be rejected and not considered.
3. Acceptable Grounds for Appeal. For an appeal to be accepted and considered by the President-CEO, the appeal must be based on one or more of the following grounds:
  - i. **New or Previously Undiscovered Information:** Relevant information and/or documentation was located or obtained that was not previously submitted to the CCE Ethics Department by the candidate/certificant that could have affected the determination of the Ineligibility Decision.
  - ii. **Misapplication of Policy:** The Ineligibility Decision resulted from the misapplication of specific terms of the CCE *Credential Eligibility Ethics Policy* to the Required Disclosure Matter(s).
  - iii. **Contrary to the Information Presented:** The Ineligibility Decision is contrary to the most substantial and relevant information in the record materials submitted to CCE, and such information supports an eligibility determination in favor of the candidate/certificant.

4. Contents of Appeal and Submission Requirements. For an appeal of an Ineligibility Decision to be considered by the President-CEO or designee, the appeal must include the following information:
  - i. A completed CCE Appeals Form, including the name of the candidate/certificant, candidate/certificant identification number, and signature of the candidate/certificant.
  - ii. A written statement identifying the ground(s) for the appeal (see, Section F.3 above) with a detailed explanation of the reason(s) why the Ineligibility Decision should be modified or reversed.
  - iii. The specific facts and *Credential Eligibility Ethics Policy* terms supporting the appeal.
  - iv. Complete and accurate copies of all supporting materials that the candidate/certificant believes to be relevant to the review and resolution of the appeal.
5. Appeal Deficiencies and Rejections. Following a preliminary review of the appeal, the President-CEO or designee will determine if the appeal is accepted for further review. If the appeal is incomplete, does not satisfy the appeal requirements identified in Section F.4, or does not otherwise warrant further formal review, the President-CEO will reject the appeal. CCE retains the sole authority to reject non-conforming or incomplete appeals. Candidates/credential holders will be notified of an appeal rejection in writing, and such determinations are not subject to appeal.
6. Appeal Review and Final Appeal Decisions. If the appeal is accepted for further review and resolution, the President-CEO or designee will review the appeal submission and determine the outcome of the appeal. Based on a review of the record materials and appeal information submitted by the candidate/certificant, the President-CEO or designee will issue a final, written appeal decision, which will include: (a) a summary of any relevant portions of the Ineligibility Decision; (b) an explanation of the finding(s) and determination(s) of the President-CEO or designee concerning the appeal based on the *Credential Eligibility Ethics Policy* terms; and (c) the final decision affirming, reversing, or modifying the Director of Ethics' decision, including any sanction(s) or condition(s). The appeal decision will be transmitted to the candidate/certificant by mail and email. The appeal decision of the President-CEO or designee is final, and no further appeals are available.

## **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 that is not appealed by the candidate/credential holder within thirty (30) days of the date of the decision.
2. The President-CEO or authorized designee issues a final appeal decision affirming, modifying, or reversing the Ineligibility Decision issued by the Director of Ethics or designee.
3. 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-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.