Institute for
Credentialing Excellence

Code of Conduct for Professionals Seeking or Holding I.C.E. Certification

The Institute for Credentialing Excellence established the I.C.E. Certified Credentialing Professional (ICE-CCP) credential to validate that credentialing professionals have met the requirements and standards for certification established by I.C.E. The ICE-CCP credential communicates to the public not only that the credentialing professional meets professional standards of knowledge and skills, but also that credentialing professionals holding certification from I.C.E. are upholding appropriate standards of professionalism and ethics in practice. I.C.E.'s *Code of Conduct for Professionals Seeking or Holding I.C.E. Certification* (the *"Code of Conduct"*) outlines principles that all credentialing professionals who seek or hold I.C.E.-issued credentials are expected to uphold. Breaches of these principles may be cause for disciplinary review and may result in sanctions, including private reprimand, public censure, revocation of certification, denial of eligibility for certification or recertification, administrative suspension, and/or other actions deemed appropriate by the I.C.E. Certification Services Council. The I.C.E. Certification Services Council retains the right to impose discipline even if the credentialing professional's certification expires or the credentialing professional retires from practice, provided that the violation triggering the disciplinary proceeding occurred when the credentialing professional was certified or seeking certification.

The I.C.E. Certification Services Council may impose temporary administrative suspension of certification or eligibility for certification if a credentialing professional holding or seeking I.C.E. credentials fails to provide requested information to I.C.E. in response to an I.C.E. notice of disciplinary proceeding or a letter of inquiry from I.C.E. relating to pending criminal charges or convictions, violation of the I.C.E. *Code of Conduct* in connection with charges that cast serious doubt on the credentialing professional's fitness to perform their professional role, or any other inquiry from I.C.E. relating to the credentialing professional's compliance with I.C.E.'s policies.

Principles of Conduct
Credentialing professionals who hold or are seeking I.C.E.-issued credentials shall protect the integrity of I.C.E.-issued credentials and of the processes by which those credentials are earned and awarded. These credentialing professionals:

- Shall not engage in cheating or other dishonest behavior that compromises exam security (including unauthorized reproducing, distributing, displaying, discussing, sharing or otherwise misusing test questions or any part of test questions or assisting another in such conduct) before, during or after an I.C.E. examination.

- Shall not employ deceptive means, including submitting to the I.C.E. any document or testimony that contains a misstatement of fact or omits a fact to obtain, attempt to obtain or assist others in obtaining or maintaining an I.C.E. credential.

- Shall not use or make fraudulent credentials from I.C.E.

- Shall not falsely represent themselves in any way to be an ICE-CCP or otherwise use or assist others in using fraudulent credentials.

- Shall promptly inform I.C.E. when possessing knowledge or evidence that raises a substantial question of cheating on or misuse of questions from an I.C.E. examination, fraudulent use of an ICE-CCP credential or misrepresentation of I.C.E. certification status by any individual.

- Shall not engage in violent, threatening, harassing, obscene, profane or abusive communications with I.C.E. or I.C.E.'s agents.

- Shall not make defamatory statements about I.C.E., I.C.E. agents, the ICE-CCP examination, or the ICE-CCP credentialing processes or procedures.

Credentialing professionals who hold or are seeking I.C.E.-issued credentials shall comply with all applicable laws, regulations and standards related to their professional roles. These credentialing professionals:

- Shall not disclose confidential information relating to credential candidates or credential holders to which they have or had access in their professional role.

- Shall safeguard all confidential and proprietary credentialing information to which they have or had access in their professional role.

- Shall not submit false information to I.C.E. or omit material information from I.C.E. in connection with any CCP credential activities or communications.

- Shall not misrepresent professional credentials (e.g., education, training, experience, level of competence, skills, exam scores, and/or certification status).

- Shall perform their professional role without impairment from substance abuse and shall practice without impairment from cognitive deficiency or mental illness that, even with appropriate reasonable accommodation, adversely affects their professional role.

- Shall behave in a manner that is lawful and ethical and that upholds accepted standards of professional practice and conduct.

- Shall not violate any criminal law or federal, state, or local statute, regulation, or ordinance directly related to the performance of the professional's duties as a credentialing professional.

- Shall not assist another in prohibited conduct.

- Must report to I.C.E. within 30 days all felony convictions, guilty pleas or no contest pleas, as well as any misdemeanor convictions, guilty pleas or no contest pleas or any adverse regulatory determination or civil judgment relating to their professional role.

- Must cooperate with and respond to inquiries from I.C.E. related to their own or another's compliance with I.C.E.'s policies and this *Code of Conduct*, in connection with I.C.E. certification-related matters or disciplinary proceedings.

- Must comply with conditions set forth by I.C.E., unless due to circumstances beyond the credentialing professional's control.

Violations of this Code of Conduct are investigated by the I.C.E. Enforcement policy (see Complaints and Code of Conduct Enforcement section in the ICE-CCP Candidate Handbook).