

National Certification Council for Activity Professionals

Code of Ethics

Preamble

The National Certification Council for Activity Professionals (NCCAP) is a professional certification organization committed to promoting quality of life for persons receiving services from professionals certified with this organization.

All certified Activity Professionals are expected to adhere to the standards listed here in addition to general principles of ethical conduct endorsed by all health-related disciplines.

These ethical standards are intended to clarify to present and future certified members and to those served by them the nature of the ethical responsibilities held in common.

As the code of ethics of this organization, this document establishes principles that define the ethical behavior of certified members. All members of the National Certification Council for Activity Professionals are required to adhere to the Code of Ethics.

The following declaration establishes principles that define the ethical behavior of certified members and is called the Code of Ethics of the NCCAP.

The Code of Ethics will serve as the basis for processing ethical complaints initiated against members of the organization.

A. Professional Responsibility

All certified Professionals have a responsibility to read, understand and follow the Code of Ethics and Standards of Practice. They are expected to adhere to these standards in their professional practice and in order to maintain their certification.

B. General Standards

1. The certified member influences the development of the profession through continually endeavoring to improve professional practices, by teaching, through service, by advocacy and leadership.
2. The certified member recognizes that professional growth is continuous.
3. The certified member recognizes the need for continuing education to ensure competent services.
4. The certified member gathers data on the effectiveness of their practice and is guided by their findings.
5. The certified member neither claims nor implies professional qualifications exceeding those possessed.
6. The certified member recognizes the extent of their competence and provides only those services for which they are qualified by training or experience.
7. The certified member accepts employment only for positions for which they are qualified by education, training, and appropriate professional experience.

C. Resident/Client Relationship Standards

1. The certified member guards the rights and individual dignity of the resident/client and promotes their welfare whether in a group or individually.
2. The certified member does not condone or engage in discrimination based on age, color, culture, disability, ethnic group, gender, race, religion, sexual orientation, marital status, or socioeconomic status.
3. The certified member does not bring personal issues to the resident/client relationship.
4. The certified member shall advocate on behalf of the resident/client to receive accurate activity services.
5. The certified member must ensure that residents/clients of various functional ability levels have equal access to activity services and they are provided to them accurately in the context of the service setting.
6. The certified member must ensure that every resident/client in a given setting receive activity services if they desire them.
7. The certified member respects their resident/client's right to privacy and provides for the maintenance of client confidentiality in discourse and in records. In group work, the certified member must set a standard of confidentiality regarding group participants' disclosures.

D. Professional Relationship Standards

1. The certified member shall respect the agency offering quality of life by supporting administration and being an effective team member.
2. The certified member has a responsibility to the institution in which s/he performs service to maintain the highest standard of professional conduct and services to their clients. The acceptance of employment implies that the certified member is in agreement with their general policies and objectives, and therefore, provides services that are in accordance with them. If the certified member finds that the institutional policy and service systems hampers resident/client potential and/or prevents access to service, the certified member must seek to cause the employer to change such policy and/or systems. Failing to effectuate change after extensive efforts, the certified member should seriously consider terminating the affiliation.
3. Ethical behavior among professional associates, both certified and non certified, is expected at all times.
4. The certified member must seek professional review and evaluation on a regular basis.
5. The certified member must establish interpersonal relations and working agreements with other department personnel and define relationships, responsibilities and accountability in regard to their common residents/clients.
6. The certified member who supervises activity staff must be responsible for in-service development of activity staff, must inform their staff of department ethics and core values and program goals, and provide staff

with practices that guarantee the rights and welfare of each resident/client who receives their services.

7. The certified member who supervises activity staff must be just and fair with staff, give credit when it is due and give counsel when work performance is below standard.

E. Educational Standards

1. The certified member shall successfully complete academic and continuing education sessions in order to better understand the residents/clients and how activity services enhances their well being.
2. The certified member shall continue to complete educational sessions both academic and continuing education, in order to keep abreast of quality activity programming, as evidenced by appropriate and timely recertification through NCCAP.
3. The certified member shall report accurately and fairly the educational sessions attended and the credit received.
4. The certified member shall refuse to participate in falsification of any educational documents.
5. The certified member shall seek competency rather than to fulfill minimum requirements.

F. Experiential Standards

1. The certified member shall learn activity programming through supervised experience in conducting activities in the various gerontological settings.
2. The certified member shall meet federal and state regulations regarding standards to be a certified and qualified director of an activity program before marketing oneself as a professional in the provision of activities programming.
3. The certified member shall be a high quality provider of activities that enhances the lives of residents/clients.
4. The certified member will avoid any falsification or misrepresentation of one's employment record.
5. The certified member shall function at the highest practical level of one's ability and skills to the benefit of the residents/clients.

G. Professional Preparation Standards

The certified member who trains has particular ethical responsibilities that go beyond that of the certified member who does not train other activity professionals.

1. The certified member who is responsible for training other Activity Professionals must be guided by the Standards for Professional Preparation of Activity Professionals.
2. The certified member who trains must emphasize and support the uniqueness of activity profession, rather than teach the orientation of other professions whose members may give services in the activity realm, regardless of the certified member's personal college work.

3. The certified member responsible for education programs must be skilled as a teacher and practitioner.
4. The certified member who has been approved as a MEPAP trainer must follow the Program Administration Guidelines in all aspects, or ensure that their sponsoring agency follows them.
5. The certified member who has been approved as a MEPAP trainer and who conducts the MEPAP training must be in compliance with the current Teacher Manual.
6. The certified member who is the primary instructor of the MEPAP must assure that academic study and supervised practice (practicum) are integrated, and have clearly stated policies regarding the responsibilities of the supervisor and the student for the field work and their responsibilities to the institution where the supervised work is taking place.
7. The certified member who has been approved as a MEPAP trainer must orient students to Program expectations and requirements for successful completion.
8. The certified member who has been approved as a MEPAP trainer must evaluate students informally and formally through testing.
9. The certified member who has been Approved as a MEPAP trainer must encourage students to value the ideals of service through leadership and advocacy for their residents/clients in their places of employment.
10. The certified member who has been approved as a MEPAP trainer must persuade students of the need for continuous education to ensure competent service and professional growth throughout their career. They must ensure students learn that to influence the development of the profession they must make continuous efforts to improve their own professional practices.
11. The certified member who has been approved as a MEPAP trainer must make students aware of their ethical responsibilities and of the standards of the profession.
12. The certified member who has been approved as a MEPAP trainer must make students aware of their responsibilities to advocate for their residents/clients in the local, state and national arenas.

H. Consulting Standards

The certified member who provides consulting services to define and solve work-related problems or potential work-related problems with an activity professional or their work system has unique ethical responsibilities that go beyond that of the certified member who does not consult with other activity professionals.

1. The certified member, acting as a consultant, must have a high degree of self awareness of their own values, knowledge, skills, limitations, and personal needs when entering a relationship that involves human and/or organizational change.
2. The focus of the consulting relationship must be on issues to be resolved and not on the person or persons presenting the issues.
3. The certified member in the consulting relationship and the person(s) consulted with must agree upon the problem definition, ensuring goals and the predicted results of interventions.

4. The certified member in the consulting relationship must encourage growth, coping, and self direction in the person consulted with. The certified member-consultant must not become a decision maker for the person consulted with or create a dependency on the consultant.

I. Resolving Ethical Issues

Certified Professionals are responsible for understanding and following this Code of Ethics. Lack of knowledge or misunderstanding of an ethical responsibility is not a defense against a charge of unethical conduct.

If it is found that a Certified Activity Professional is not adhering to the NCCAP Code of Ethics --- through written reports, through “doctored” documents, etc, --- the certification will be rescinded or denied. The mechanism for review in such instances will be through the Certification Review Committee, the Executive Director, and finally the Appeals Committee.

Adopted by the NCCAP Board of Directors – September 22, 1990

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