



Association for Clinical Pastoral Education, Inc.

ACCOUNTABILITY FOR ETHICAL CONDUCT POLICY PROCEDURES

For the purposes of this Policy, "member" refers to: ACPE Supervisors, Associate Supervisors, Active Retired Supervisors, Supervisory Candidates, and Clinical Members.

1. Accountability forms will be mailed to all current members in the designated categories: ACPE Supervisors, Associate Supervisors, Active Retired Supervisors, Supervisory Candidates and Clinical Members. These forms will be mailed along with the invoice for 2004 annual dues; a return envelope will be included with the form. **THESE FORMS WILL BE SENT IN 2004 ONLY. HENCEFORTH, MEMBERS ARE RESPONSIBLE FOR SELF-REPORTING THE INFORMATION REQUIRED BY THIS POLICY / FORM WHENEVER THE CIRCUMSTANCES DICTATE.**
2. **CURRENT** members will sign and return the forms in the envelopes provided, which are addressed to the ACPE Executive Director and marked "Confidential."
3. From here forth, all prospective Supervisory Candidates will be required to complete the Accountability Form prior to their appearance to request Candidacy status. A Letter of Good Standing will not be issued from the national office until this form is received.
4. Returned forms are reviewed by the ACPE Executive Director. Forms from members who certify that there has not been any disciplinary or corrective action arising from a complaint of unethical or felonious behavior will be resealed in the return envelope. The Executive Director shall affix his/her signature to the outside of the envelope, indicating the date it was reviewed. The sealed envelopes will be stored in the ACPE national office in a locked file to which only the Executive Director has access.
5. Returned forms that identify any disciplinary or corrective action arising from a complaint of unethical or felonious behavior will be given to the Accountability Review Committee, which is composed of the Executive Director, the Chair of the Professional Ethics Commission, the Chair of the Certification Commission, the PEC's legal consultant, and a designated Board member. Their review may include interviews with the member and those individuals listed on the Accountability form, as well as others with relevant information about the reported situation and current safe practice of the supervisor.
6. The Accountability Review Committee will verify that the information provided by the member is correct and fully reflects the situation. The Committee will determine, based on its investigation, if the member is currently able to live and work in compliance with the ACPE Code of Ethics and other Standards. Past conduct is less determinative than present ability to articulate truthfully and integrate fully the reported situation into "safe" practice.

7. Any forms for members verified and found acceptable under Section #6 of this policy will be sealed in an envelope. The Executive Director shall affix his/her signature to the outside of the envelope, indicating the date the review was concluded. The sealed envelopes will be stored in the ACPE national office in a locked file to which only the Executive Director has access.
8. Supervisory Candidates whom the Accountability Review Committee does not approve under Section #6 of this policy will be notified by the Executive Director. Their materials will be returned with that letter. They may reapply the following year. The determination of the Accountability Review Committee is final and binding, and may not be appealed.
9. Members who are not approved for continuing membership during the 2004 review will be notified by the Executive Director. The determination of the Accountability Review Committee is final and binding and may not be appealed. However, if the member elects, he or she may request a Competency Review by the National Certification Commission. The member must agree that all materials from the Accountability Review will be given to the subcommittee of the Certification Commission. The focus of the Competency Review will be the situation reported, the likelihood it will not be repeated, and the member's ability to address it fully, truthfully and integrate it into a safe practice. There will be no appeal of the subcommittee's decision.
10. Members who do not return their forms in accordance with the deadlines established by the ACPE Executive Director shall be declared "not in good standing" until their form has been received and reviewed, and each individual notified of the same.

If the form is still not received within 30 days of that notification, the member's endorsing body, the Regional Director, and the member's center will be notified that the member is "not in good standing because of failure to submit required reports." The member may be reinstated as a member in good standing by submitting the form, at which point the Executive Director would notify the member, the supervisor's endorsing body, Regional Director, and center that the member is now in good standing.

11. The INITIAL Accountability Form of a member who may be subsequently charged with unethical or felonious behavior after their form has been reviewed and resealed may be re-opened by the Executive Director to determine if the Accountability Form was accurate at the time submitted. The failure to report or provide accurate, full and truthful information may be grounds for discipline including removal of membership in the ACPE, Inc.
12. When an ACPE Member has a complaint for unethical or felonious conduct lodged against him or her in any forum specified by this policy and/or on the Accountability Form, the member shall immediately report the information to the Executive Director who will forward it to the Chair of the Professional Ethics Commission. That Commission will monitor the case and take any further action it determines appropriate. This may include, for example, referral for emergency suspension, initiating its own PEC investigation, holding any action until the completion of the complaint process in other forums, or no action.
13. Members' sealed envelopes will remain stored in the ACPE national office in the locked file as long as the individual is a member of the ACPE, Inc. The forms of members who are involuntarily withdrawn from the ACPE, Inc. shall remain stored. The forms of members who voluntarily withdraw from the ACPE may be destroyed ten years after the national office's notification of their withdrawal. The forms of deceased members shall be removed and destroyed when the national office is notified of the death.
14. The Accountability Review Committee shall make an annual report to the ACPE Board of Representatives as to the number of forms distributed, the number of forms returned, the number of forms reviewed, and the number of referrals to the Professional Ethics Commission. This report shall not contain any names of specific ACPE members.



Association for Clinical Pastoral Education, Inc.

ACCOUNTABILITY FOR ETHICAL CONDUCT POLICY REPORT FORM

For the purposes of this Policy, "member" refers to: ACPE Supervisors, Associate Supervisors, Active Retired Supervisors, Supervisory Candidates, and Clinical Members.

I certify that (a) no discipline or corrective action arising from a complaint of unethical or felonious conduct has been imposed on me, and no complaint against me for unethical or felonious conduct is pending in a civil, criminal ecclesiastical, employment or another professional organization's forum; and, (b) I have never resigned, been transferred or terminated, nor negotiated a settlement from a position for reasons related to unethical or felonious conduct.

Date _____/_____/_____ Signature _____

If the above cannot be certified, please provide an account of the complaint including the forum, the charges, and the final outcome. Provide the names of people involved in the process whom you authorize to provide full information to ACPE representatives. **Prior actions are not an automatic bar to ACPE membership. Each situation will be evaluated on its own merits by an Accountability Review Committee composed of the Executive Director, the Chair of the Professional Ethics Commission, the Chair of the Certification Commission, the PEC's legal consultant, and a designated Board member.** ACPE has the right to extend or deny candidacy status or membership regardless of previous complaints, other forum's findings or subsequent remedial actions according to the judgment of the named representatives to the Accountability Review Committee on behalf of the Association. If denied, the applicant may resubmit an application at a later time. Decisions are final and binding on ACPE. *(Attach pages if necessary.)*

I understand that as a condition of membership in the Association for Clinical Pastoral Education I will provide to the Association timely notice of any complaint of unethical or felonious conduct filed against me. I agree to provide to the ACPE Professional Ethics Commission in a timely fashion the information it requests regarding the investigation, adjudication, dismissal or settlement of such complaint. Failure to report or provide accurate, full and truthful information may be grounds for discipline including removal of membership in the Association for Clinical Pastoral Education, Inc.

Date _____/_____/_____ Signature _____

Printed Name _____

Current Membership Category _____