



Standard 100: Code of Professional Ethics for ACPE Members

Maintenance of high **standards** of ethical conduct is a responsibility shared by all ACPE **members** and **students**.

ACPE **members** agree to adhere to a **standard** of conduct consistent with the code of ethics established in ACPE **standards**. **Members** are required to sign the Accountability for Ethical Conduct Policy Report Form (Appendix 1) and to promptly provide notice to the ACPE Executive Director of any **complaint** of unethical or felonious conduct made against them in a civil, criminal, ecclesiastical, employment, or another professional organization's forum.

Any ACPE **member** may invoke an ethics, **accreditation** or **certification** review process when a **member's** conduct, inside or outside their professional work involves an alleged abuse of power or authority, involves an alleged felony, or is the subject of civil action or discipline in another forum when any of these impinge upon the ability of a member to function effectively and credibly as a CPE **supervisor**, chaplain or spiritual care provider.

Standard 101: In relationship to those served, ACPE members:

- 101.1 affirm and respect the human dignity and individual worth of each person.
- 101.2 do not discriminate against anyone because of race, gender, age, faith group, national origin, sexual orientation, or disability.
- 101.3 respect the integrity and welfare of those served or supervised, refraining from disparagement and avoiding emotional exploitation, sexual exploitation, or any other kind of exploitation.
- 101.4 approach the religious convictions of a person, group and/or CPE student with respect and sensitivity; avoid the imposition of their theology or cultural values on those served or supervised.
- 101.5 respect confidentiality to the extent permitted by law, regulations or other applicable rules.

- 101.6 follow nationally established guidelines in the design of research involving human subjects and gain approval from a recognized institutional review board before conducting such research.

Standard 102: In relation to other groups, ACPE members:

- 102.1 maintain good standing in their faith group.
- 102.2 abide by the professional practice and/or teaching standards of the state, the community and the institution in which they are employed. If for any reason they are not free to practice or teach according to conscience, they shall notify the employer and ACPE through the regional director.
- 102.3 maintain professional relationships with other persons in the ACPE center, institution in which employed and/or the community.
- 102.4 do not directly or by implication claim professional qualifications that exceed actual qualifications or misrepresent their affiliation with any institution, organization or individual; are responsible for correcting the misrepresentation or misunderstanding of their professional qualifications or affiliations.

Standard 103: In relation to ACPE, members:

- 103.1 continue professional education and growth, including participation in the meetings and affairs of ACPE.
- 103.2 avoid using knowledge, position or professional association to secure unfair personal advantage; do not knowingly permit their services to be used by others for purposes inconsistent with the ethical standards of ACPE; or use affiliation with ACPE for purposes that are not consistent with ACPE standards.
- 103.3 speak on behalf of ACPE or represent the official position of ACPE only as authorized by the ACPE governing body.
- 103.4 do not make intentionally false, misleading or incomplete statements about their work or ethical behavior.

Standard 104: In collegial relationships, ACPE members:

- 104.1 respect the integrity and welfare of colleagues; maintain professional relationships on a professional basis, refraining from disparagement and avoiding emotional, sexual or any other kind of exploitation.
- 104.2 take collegial and responsible action when concerns about incompetence, impairment or misconduct arise.

Standard 105: In conducting business matters, ACPE members:

- 105.1 carry out administrative responsibilities in a timely and professional manner.
- 105.2 implement sound fiscal practices, maintain accurate financial records and protect the integrity of funds entrusted to their care.
- 105.3 distinguish private opinions from those of ACPE, their faith group or profession in all publicity, public announcements or publications.
- 105.4 accurately describe the ACPE center, its pastoral services and educational programs. All statements in advertising, catalogs, publications, recruiting, and academic calendars shall be accurate at the time of publication. Publications advertising a center's programs shall include the type(s) and level(s) of education offered and the ACPE address, telephone number and website address.
- 105.5 accurately describe program expectations, including time requirements, in the admissions process for CPE programs.

Standard 200: Complaints

ACPE encourages persons to work out concerns or grievances informally, face-to-face, and in a spirit of collegiality and mutual respect. If differences are not resolved, a complaint involving an alleged violation of the ACPE ethical or educational standards may be filed in accordance with the procedures set forth in [*Processing Complaints of Ethics Code Violations*](#), [*Policy for Complaints Alleging Violations of Educational Standards in Educational Programs*](#), or [*Policy for Complaints Against the Accreditation Commission*](#) respectively.

The Professional Ethics Commission has final authority to determine whether violations of ACPE ethical or professional standards have occurred and to determine final disposition of complaints. Policies and procedures for filing an ethics complaint, conducting mediation and hearings and disposing of complaints are found in [*Processing Complaints of Ethics Code Violations*](#). The ACPE Board of Representatives may authorize the Professional Ethics Commission to implement the procedures in collaboration with another organization.

The Accreditation Commission has final authority to determine whether violations of ACPE educational standards have occurred and to determine final disposition of complaints. Policies and procedures for filing an educational complaint, conducting mediation and hearings and disposing of complaints are found in [*Accreditation Commission Manual for Processing Allegations of ACPE Education Standards Violations*](#).

On occasion, there may be overlap between the ethics and the education standards implicated in complaints. ACPE will follow its processes in such complaints according to its discretion and may use either or both Commissions.