



Guidelines for Professional Conduct for the Professional Vocational Evaluator

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GUIDELINES FOR PROFESSIONAL CONDUCT FOR PROFESSIONAL VOCATIONAL EVALUATORS

The objectives of the guidelines for professional conduct are to provide a structure for professional behavior and responsibilities for Professional Vocational Evaluators and to provide a standard for self-improvement and acceptable ethical conduct.

EVALUATOR-CLIENT RELATIONSHIPS

- Professional Vocational Evaluators will respect their clients and avoid practicing or condoning any type of discrimination.
- The ethical responsibility of Professional Vocational Evaluators is to their clients and they will focus on the clients' interests rather than their own.
- Dual relationships will be avoided as they could lead to exploitation and/or affect professional judgment.
- Professional Vocational Evaluators practice universal design, which includes using various techniques that are accessible to individuals with different learning styles, abilities, and backgrounds to enhance the evaluation process and provide the most accurate evaluation results.

CONFIDENTIALITY

- When required to disclose information, Professional Vocational Evaluators will provide only essential information in the best interests of the client.
- Professional Vocational Evaluators respect the privacy of clients and set reasonable boundaries.
- Discussions about confidentiality will take into account clients' cultural and developmental background to ensure understanding.
- Professional Vocational Evaluators who use electronic communication such as email to communicate with clients will notify clients that they plan on using electronic communication, obtain consent from clients, and ensure that clients understand the possible confidentiality risks with the modality.

EVALUATOR RESPONSIBILITY AND COMPETENCE

- Professional Vocational Evaluators will communicate openly, accurately, and honestly.
- Professional Vocational Evaluators will practice within the boundaries of their personal and professional competence based on their education, training, experience, and credentials.

- When necessary, Professional Vocational Evaluators will seek consultation from local legal statutes, the code of professional conduct, colleagues, and supervisors as appropriate.
- To remain competent in their field and explore new and emerging techniques, Professional Vocational Evaluators will engage in continuing education.

INTERPRETATION OF EVALUATION INFORMATION

Professional Vocational Evaluators shall provide quality vocational evaluation services by using valid and reliable evaluation tools and techniques. Vocational evaluation services should be provided in a manner consistent with the best practice principles of the profession.

- **Multiple Techniques:** Professional Vocational Evaluators use multiple methods and techniques to assess a client's vocational knowledge, skills, abilities and behaviors. Vocational evaluation techniques may include work samples, situational or community-based evaluations which include real or simulated work activities, standardized tests, observation and recording.
- **Informed Consent - Explanation to Clients:** Prior to evaluation, Professional Vocational Evaluators clearly explain the nature and purpose of the vocational evaluation and describe how the evaluation results may be used by any authorized recipients. Considering the client's developmental and cultural context, all information will be provided in a language the client (or other legally authorized person acting on behalf of client) can understand.
- **Interpretation and Release of Information**
 - **Client's Right to Know:** Professional Vocational Evaluators respect the client's right to know the evaluation results. Evaluators will provide accurate interpretations of the evaluation results and the basis for any conclusions and recommendations, explaining clearly in language a client will understand.
 - **Written Release of Information:** Professional Vocational Evaluators will not release vocational evaluation information or reports to any party without a written dated release of information signed by the client or the client's legal representative.
 - **Release of Raw Data:** Raw scores or raw test data will be released only to persons recognized to possess the professional competencies to interpret the data and who have established procedures to protect the privacy and confidentiality of test materials. In the absence of a signed written release of information, Professional Vocational Evaluators will provide evaluation data only as required by law or court order.

- **Competence: Use, Selection and Security of Instruments**

- **Limits of Competence:** Professional Vocational Evaluators should utilize tests and evaluation instruments for which they have been trained and are competent to administer and interpret. Professional Vocational Evaluators will meet the publishers' stated qualifications for administering and interpreting specific instruments.
- **Appropriate Use:** Professional Vocational Evaluators are responsible for the appropriate administration, scoring, interpretation, and use of evaluation instruments relevant to the needs of the client, whether they score and interpret such assessments themselves or by other persons under their supervision.
- **Accurate Information:** Professional Vocational Evaluators will provide accurate information and avoid false claims or misconceptions when making statements about evaluation instruments or techniques.
- **Appropriateness of Instruments:** Professional Vocational Evaluators should carefully consider the validity, reliability and appropriateness of selected evaluation instruments and techniques. When such validity or reliability has not been established, Professional Vocational Evaluators will describe the strengths and limitations of the results and interpretation.
- **Norm Divergence:** Professional Vocational Evaluators use evaluation techniques that were normed on populations other than that of the client with caution. Comparisons and/or interpretation of evaluation techniques that are based on the use of divergent norms will disclose such information and describe the implications of use on the results and interpretation.
- **Security:** Professional Vocational Evaluators will maintain the integrity and security of tests and other evaluation techniques consistent with legal and contractual obligations. Professional Vocational Evaluators will not appropriate, reproduce, or modify published test or parts thereof without acknowledgement and permission from the publisher.

- **Conditions of Administration**

- **Administration Conditions:** Professional Vocational Evaluators will administer standardized instruments under the same conditions that were established in the standardization. When it is not appropriate to administer under standard conditions, such as may be necessary to accommodate modifications for clients with disabilities or when unusual behavior or irregularities occur during the evaluation, those conditions will be noted in the interpretation.
- **Computer Administration:** When computer or other electronic methods are used for evaluation, Professional Vocational Evaluators will be responsible for

ensuring that programs function properly to provide clients with accurate results.

- **Unsupervised Test-Taking:** Professional Vocational Evaluators will not permit unsupervised or inadequately supervised use of tests or other evaluation methods unless the tests or techniques are specifically designed, intended and validated for self-administration and or scoring.
- **Access to Evaluation Techniques:** Professional Vocational Evaluators carefully consider individual or environmental barriers that may limit a client's ability to effectively access and/or benefit from the evaluation technique or instrument. Any adaptation and/or accommodation of standardized procedures will be documented and described in terms of the implications of the modification and adaptation on evaluation results and interpretation.

- **Multicultural Issues/Diversity in Evaluations**

- Professional Vocational Evaluators use, with caution, evaluation techniques that were normed on populations other than that of the client. Professional Vocational Evaluators recognize the effects of age, color, culture, disability, ethnic group, nationality, marital status, gender, race, language preference, religion, spirituality, sexual orientation and socioeconomic status on administration and interpretation, and place evaluation results in proper perspective with other relevant contextual factors.
- **Culturally Diverse Populations:** Professional Vocational Evaluators should be cautious when selecting evaluation methods for culturally diverse populations to avoid inappropriate and/or discriminatory assessment techniques.
- **Diversity in Assessment Techniques:** Professional Vocational Evaluators will place evaluation results and their interpretations in proper perspective considering other relevant factors including age, color, culture, disability, ethnic group, gender, race, religion, language preference, sexual orientation, marital status, and socioeconomic status.

- **Scoring and Interpretation of Evaluation Results**

- **Reporting Limitations:** When reporting evaluation results, Professional Vocational Evaluators will indicate limitations that exist regarding validity or reliability of instruments used because of the circumstances of the evaluation or the inappropriateness of the norms for the persons assessed.
- **Reporting Techniques and Procedures:** Professional Vocational Evaluators will accurately describe the purpose, norms, validity, reliability and applications of the procedures and any special qualifications applicable to their use.

EVALUATOR RELATIONSHIPS

- Professional Vocational Evaluators will engage in collaborative relationships with other evaluators and professionals to increase the quality of services to clients.
- Professional Vocational Evaluators will respect evaluators and staff in other disciplines and act with integrity in their professional relationships.

RESEARCH AND PUBLICATION

- Professional Vocational Evaluators shall volunteer to engage in or support research and publication activities by adhering to strict research conduct and methodology, and manuscript submission guidelines and requirements.

RESOLUTION OF ETHICAL DILEMMAS

- Professional Vocational Evaluators will behave in a legal, ethical and moral manner and incorporate ethical practice into their daily professional work.
- They will make every effort to learn and understand the Code of Professional Conduct and specific Standards of Practice prescribed in the jurisdiction where they practice.
- They will strive to resolve ethical dilemmas with direct and open communication among all parties involved and seek consultation with others knowledgeable about ethics such as colleagues, supervisors, and/or with appropriate authorities, such as credentialing bodies, state licensure boards, and/or legal counsel when necessary

BUSINESS PRACTICES

- Professional Vocational Evaluators strive to be honest, loyal and honor promises or commitments made and/or expectations that were legitimately engendered.
- They will exercise reasonable judgment and take precautions to ensure their potential biases and boundaries of professional competence and limitations of their expertise do not lead to or condone unjust practices.
- They will make a reasonable effort to ensure continuation of services for the client and/or referral source.
- Professional Vocational Evaluators will maintain confidentiality in creating, storing, accessing, transferring, and disposing of case records in all media, consistent with jurisdictional or referral source requirements, whichever is more stringent.

FORENSIC APPLICATIONS

- Professional Vocational Evaluators who practice in forensic and/or legal settings are bound by all standards set forth in these guidelines, as well as applicable rules, regulations, policies, standards of practice, and/or professional codes of ethics as set forth by their professional affiliations, and other individual credentialing and/or licensing boards.
- Vocational Evaluation Evaluators who practice in forensic and/or legal settings will provide services within the boundaries of their competence (i.e. professional achievements, knowledge, skill, experience, education, training, and credentials), and will use accepted clinical and scientific standards, in selected data collection methods and procedures for an evaluation, treatment, consultation, conclusion, finding, opinion and/or scholarly/empirical investigation.

Citation:

Adapted from the Code of Professional Ethics for Vocational Evaluation Specialists, Work Adjustment Specialists, and Career Assessment Associates (2008).

http://www.crccertification.com/filebin/pdf/VAP/CVE_CWA_CCAA_COE_200904.pdf