



National Certification Council for Activity Professionals

National Center for Montessori and Learning
3015 Upton Drive
Kensington, Maryland 20895 USA
T: 757-552-0653 E: info@nccap.org

Code of Ethics

Preamble

The National Certification Council for Activity Professionals (NCCAP) is a nonprofit professional certification organization committed to promoting quality of life for persons receiving services from individuals certified by this organization. The primary focus of NCCAP is upon individuals who seek to become certified as Activity Professionals. NCCAP also provides related certifications that promote engagement and the quality of life.

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

These ethical standards are intended to clarify to certified Activity Professionals, and those they serve, 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 Activity Professionals. All Activity Professionals certified by NCCAP are required to adhere to this Code of Ethics.

The Code of Ethics serves as the basis for processing ethical complaints or concerns initiated against Activity Professionals certified by NCCAP.

A. Professional Responsibility

All certified Activity 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 Activity Professional influences the development of the profession through continually endeavoring to improve professional practices, by teaching, through service, by advocacy and leadership.
2. The certified Activity Professional recognizes that professional growth is continuous.
3. The certified Activity Professional recognizes the need for continuing education to ensure competent services.
4. The certified Activity Professional gathers data on the effectiveness of their practice and is guided by their findings.
5. The certified Activity Professional neither claims nor implies professional qualifications exceeding those possessed.



National Certification Council for Activity Professionals

National Center for Montessori and Learning
3015 Upton Drive
Kensington, Maryland 20895 USA
T: 757-552-0653 E: info@nccap.org

6. The certified Activity Professional recognizes the extent of their competence and provides only those services for which they are qualified by training or experience.
7. The certified Activity Professional 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 Activity Professional guards the rights and individual dignity of the resident/client and promotes their welfare whether in a group or individually.
2. The certified Activity Professional 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 Activity Professional does not bring personal issues to the resident/client relationship.
4. The certified Activity Professional shall advocate on behalf of the resident/client to receive appropriate activity services.
5. The certified Activity Professional must ensure that residents/clients of various functional ability levels have equal access to activity services and they are provided to them appropriately in the context of the service setting.
6. The certified Activity Professional must ensure that every resident/client in a given setting receives activity services if they desire them.
7. The certified Activity Professional 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 Activity Professional must set a standard of confidentiality regarding disclosures by group participants.

D. Professional Relationship Standards

1. The certified Activity Professional shall respect the agency offering quality of life services by supporting administration and being an effective team member.
2. The certified Activity Professional has a responsibility to the institution in which they serve to maintain the highest standard of professional conduct and services to their clients. The acceptance of employment implies that the certified Activity Professional agrees with their general policies and objectives, and therefore, provides services that are in accordance with them. If the certified Activity Professional finds that the institutional policies and service systems hamper resident/client potential or prevents access to services, the certified Activity Professional must seek to cause the employer to change such policy and/or system. Failing to effectuate change after extensive efforts, the certified Activity Professional 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 Activity Professional must seek professional review and evaluation on a regular basis.



National Certification Council for Activity Professionals

National Center for Montessori and Learning
3015 Upton Drive
Kensington, Maryland 20895 USA
T: 757-552-0653 E: info@nccap.org

5. The certified Activity Professional 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 Activity Professional 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 Activity Professional 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 Activity Professional shall successfully complete academic and continuing education sessions in order to better understand the residents/clients and how activity services enhance the well-being of the residents/clients.
2. The certified Activity Professional 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 Activity Professional shall report accurately and fairly the educational sessions attended and the credit received.
4. The certified Activity Professional shall refuse to participate in falsification of any educational documents.
5. The certified Activity Professional shall seek and maintain competency rather than seek to fulfill minimum requirements.

F. Experiential Standards

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



National Certification Council for Activity Professionals

National Center for Montessori and Learning
3015 Upton Drive
Kensington, Maryland 20895 USA
T: 757-552-0653 E: info@nccap.org

G. Professional Preparation Standards

1. The certified Activity Professional who is also a MEPAP Instructor has particular ethical responsibilities that go beyond that of the certified Activity Professional.
2. The certified Activity Professional who is a MEPAP Instructor must be guided by the Standards for Professional Preparation of Activity Professionals.
3. The certified Activity Professional who is a MEPAP Instructor must emphasize and support the uniqueness of the Activity Profession, rather than teach the orientation of other professions whose members may give services in the activity realm.
4. The certified Activity Professional responsible for education programs must be skilled as a teacher and practitioner of adults.
5. The certified Activity Professional who has been approved as a MEPAP Instructor must follow the Program Administration Guidelines in all aspects, and ensure that their sponsoring agency, if any, also follows them.
6. The certified Activity Professional who has been approved as a MEPAP Instructor and who delivers the MEPAP course must be in compliance with all current Instructor requirements.
7. The certified Activity Professional who is the Primary Instructor of a MEPAP course must assure that academic study and the supervised practice (practicum) are integrated, and have clearly stated policies regarding the responsibilities of the Practicum Supervisor and the student for the field work and their responsibilities to the institution where the supervised work is taking place.
8. The certified Activity Professional who has been approved as a MEPAP Instructor must orient students to program expectations and requirements for successful completion including obtaining NCCAP certification.
9. The certified Activity Professional who has been approved as a MEPAP Instructor must evaluate students informally and formally through testing.
10. The certified Activity Professional who has been approved as a MEPAP Instructor must encourage students to value the ideals of service through leadership and advocacy for their residents/clients in their places of employment.
11. The certified Activity Professional who has been approved as a MEPAP Instructor 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 Activity Profession they must make continuous efforts to improve their own professional practices.
12. The certified Activity Professional who has been approved as a MEPAP Instructor must make students aware of their ethical responsibilities and of the standards of the Activity Profession.
13. The certified Activity Professional who has been approved as a MEPAP Instructor must make students aware of their responsibilities to advocate for their residents/clients in the local, state and national arenas.

H. Consulting Standards

1. The certified Activity Professional who provides consulting services to identify, define and deliver solutions for actual or potential issues and challenges within a system, organization or institution of the Activity Profession has unique ethical responsibilities that go beyond that of the certified Activity Professional who does not provide consulting services.

© 2019. All Rights Reserved. Modifying or supplementing this copyrighted NCCAP document is strictly prohibited without the prior written consent of NCCAP



National Certification Council for Activity Professionals

National Center for Montessori and Learning
3015 Upton Drive
Kensington, Maryland 20895 USA
T: 757-552-0653 E: info@nccap.org

2. The certified Activity Professional who provides consulting services 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.
3. The focus of the consulting relationship must be on issues and challenges to be resolved and not on the person or persons presenting the issues or challenges.
4. The certified Activity Professional in the consulting relationship and the person(s) consulted with must agree upon the problem definition, ensuring goals and the predicted results of any interventions.
5. The certified Activity Professional in the consulting relationship must encourage growth, coping, and self-direction in the person(s) for whom they consult. The certified Activity Professional who provides consulting services must not become a decision-maker for the person for whom they consult or create a dependency upon the consultant.

I. Resolving Ethical Issues

1. All certified Activity Professionals are responsible for understanding and complying with this Code of Ethics. Lack of knowledge or misunderstanding of an ethical responsibility is not a defense against a charge or complaint of unethical conduct or behavior.
2. If it is found after formal investigation that a certified Activity Professional has not adhered to the NCCAP Code of Ethics, such as through the falsification of reports, information or other misrepresentation, then NCCAP certification will be revoked.
3. The mechanism for review and appeal of revocation of certification is through the Certification Review Committee and the Chief Executive Officer.

Adopted by the NCCAP Board of Directors September 22, 1990

Revised by the NCCAP Board of Directors April 29, 2003

Revised by the NCCAP Board of Directors April 18, 2018