

ACT Certified Educator Code of Ethics and Professional Conduct

The primary goal of the ACT Certified Educator (ACE) program is to help students achieve educational and workplace success through ACT test preparation. All attendees of ACT Certified Educators trainings, including those who achieve certification, are required to exemplify the highest level of ethical behavior and demonstrate the highest level of professionalism.

Relationship with ACT

ACT Certified Educators credential holders are independent educators, not employees of ACT. When you receive an ACT Certified Educators badge or participate in related training you must sign an agreement that you will comply with all ACT policies and procedures.

Confidentiality

As an ACT Certified Educator, you may have access to information about your clients (i.e., students and their families) that is not otherwise public knowledge. Information including a student's name, test registration status, attendance, test accommodations, study behaviors, academic performance, academic goals, career projections, or anything that might constitute personal information must be kept confidential. To ensure confidentiality you should consider all information shared with you by your clients and their families to be confidential; this information cannot be provided in any form to anyone unless explicitly directed to do otherwise by the client and/or their legal guardian.

Investigations

In cases of suspected or documented irregularities, all candidates and/or certification holders are obligated to report and cooperate fully with ACT in subsequent investigations and respond to ACT's requests for information in a timely manner.

Equal Treatment

All candidates and/or certification holders are required to provide their services in a non-discriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act.

Protection of ACT's Intellectual Property

All educators are required to refrain from engaging in activities that would compromise ACT's intellectual property or interfere with the validity of ACT scores.

ACT Certified Educator training content and related materials supplied by ACT are owned by and proprietary to ACT, are copyrighted, and are confidential in nature. All candidates and/or certification holders shall refrain from copying and distributing these materials to others.

Right to Terminate

Any violation of this confidentiality agreement and inappropriate behavior regarding the test can trigger a revocation of all certifications earned. ACT reserves the right to terminate its relationship with any educator without advance notice if ACT determines, in its sole discretion and for any reason, that termination is appropriate. This termination may include the immediate revocation of any and all ACT Certified Educators Certifications, regardless of when the certification was issued or the date through which it is valid.

If a candidate and/or certification holder misrepresents facts or data to ACT or breaches any other term or condition of this Agreement that shall constitute a default of this Agreement by candidate or certification holder. Upon such default, ACT may terminate this relationship. In addition to its right to terminate, ACT may seek any legal remedy which, may also be available.

Statements of Professional Conduct*

- I understand that my role as an educator is to enable students to do their own work using the best learning approach possible.
- I will provide honest feedback in the form of positive praise and/or constructive suggestions to the student I serve in a manner that will be beneficial to their overall learning.
- I understand that my relationship to the student is professional and not personal.
- I will show respect for my student's cultural background and personal value system.
- I will respect my student's personal dignity at all times.
- I will be on time for scheduled appointments, not only out of courtesy, but to be a good example for my student to follow.
- I will keep information about the student with whom I work confidential.
- I will remain flexible to my approach to student learning, respectful of the various learning styles and preferences. I will share techniques for improved study skills with my students.

*These statements were adapted with acknowledgment to The National Tutoring Association Tutor Code of Ethics which is copyrighted by the National Tutoring Association, all rights reserved 2013.