

# Code of Conduct- Provider

## As an Approved Provider, I am expected to:

*Conscientiously strive for excellence in my program.*

- Arrive at class and conducting classes on time
- Encourage active participation in class discussions and other meetings
- Be fully prepared for classes

*Be accountable as an individual for my ethical conduct and for compliance with applicable laws, policies and directives.*

- Provide instruction on required scope of material.
- Provide proper documentation, including certificates.

*Maintain confidentiality when appropriate*

- Protect personal information such as SS, MV drivers license and credit card information.

*Foster an environment in which every member is provided respect.*

- Conduct myself with integrity in my dealings with licensees.
- Abstain from harassing behavior.
- Listen to and respect the opinions of all attendees.
- Focus attention on what is happening in class.
- Avoid and prohibit the creation of distractions.
- Prohibit the use of computers or cell phones during class, events or meetings except when authorized.
- Require and wear appropriate attire.
- Respect the rights and dignity of others.

# Code of Conduct – Student

## *Be Respectful of others*

### *Avoid distractions*

- Silence all cell phones and communication devices.
- Talking is disruptive and needs to be done at proper times.
- Don't hold conversations while the class is in progress.
- Pay attention to the instructor.

### *Arrive on time and return from breaks on time*

*Disruptions and unprofessional behavior which may result in expulsion from class and forfeiture of payment include, but are not limited to:*

- Arguing, fighting, horseplay.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
- Attempted or actual theft of and/or damage to personal or public property.
- Failure to comply with orders or directions of instructor or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Violation of federal, state, or local law on premises, including but not limited to the following:
  - Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law; or
  - Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.
- Intoxication, use, possession or distribution of alcoholic beverages except as expressly permitted by law.