

Appendices to the *Rules of Practice and Procedure*
February 2012

Appendix #14B – On-Site Evaluation: Evaluator Code of Ethics

EVALUATOR CODE OF ETHICS

While serving in the capacity of a NACCAS on-site evaluator, I will not knowingly use, distribute, or disseminate any materials presented to me at any time in connection with an on-site evaluation for my personal or business gain. If I wish to consult with the owner of the school being evaluated about materials and/or techniques I would like to obtain, I agree not to make any such requests until thirty (30) days have elapsed since the date of the on-site evaluation. My request will be in writing and will specifically state that it is being made as an individual, not as an official representative of NACCAS, and that the owner of the evaluation school is NOT required by NACCAS to honor such a request.

My request must not imply that NACCAS is requesting the documents or information.

I understand that I have a positive duty to disclose any relationships in the following categories I have now or have had in the past with any owner, employee, student, advisory board member, or trustee of the institution to be evaluated:

1. Service on a board or committee of an organization with the owner or a staff member of the institution.
2. Student or graduate of the institution.
3. Employment at the institution (including appearance on a list of potential substitute instructors).
4. Work as a consultant of the institution.
5. A contractual relationship with the institution (i.e., to administer ATB tests).
6. An interest in any school in the same market area offering the same programs as the institution to be evaluated.
7. Submission of a complaint against the institution to be evaluated.
8. Any special relationship or personal interest in the institution, or with an owner, staff member or student (i.e., the evaluator's brother-in-law's daughter is a student there).

I understand that I have a responsibility as a NACCAS evaluator to:

1. Practice professionalism at all times,
2. Minimize disruption in the institution undergoing evaluation,
3. Encourage good relations among school personnel and NACCAS representatives, and
4. Promote a professional milieu for the accreditation activities.

I understand and agree to the following conditions: that appointment as an evaluator is a privilege; that NACCAS does not guarantee appointment as an evaluator, or any number or frequency or scheduled on-site evaluations if I am appointed.

I, _____ hereby certify that I have read and understand the above NACCAS Code of Ethics for Evaluators and do agree to abide by this code. I understand that failure to abide by this code, or failure to sign, will result in my immediate dismissal as a NACCAS on-site evaluator.

Signature

Date

Print Name