



Ethical and Professional Practices Committee

Ethics Procedures

I. General Provisions

A. Responsibilities of the Ethical and Professional Practices Committee

1. The Ethical and Professional Practices Committee of the National Association of School Psychologists (NASP), hereinafter referred to as the Ethics Committee, shall be responsible for interpreting and applying standards regarding the ethical and professional conduct of NASP members and individuals credentialed by the National School Psychology Certification System (NSPCS), hereafter referred to as Nationally Certified School Psychologists (NCSP).
2. The purposes of the Ethics Committee are: 1) to promote and maintain ethical conduct by school psychologists; 2) to educate school psychologists regarding NASP ethical standards; and 3) to protect the general well-being of consumers of school psychological services.
3. The Ethics Committee shall address issues of ethical conduct in advisory, educative, remedial, and, if necessary, investigatory roles.

B. Composition of the Ethics Committee

1. The Committee shall determine ethical misconduct on the basis of the current *NASP Principles for Professional Ethics* and the *NASP Operations Handbook* as well as any published advisory opinions developed by the Ethics Committee. The authorized opinions of the Committee, which is charged by NASP with the administration and interpretation of the ethical principles, shall be binding on all NASP members and nonmember NCSPs who hold a certificate issued by the National School Psychology Certification Board (NSPCB).
2. The Ethics Committee consists of six voting members including one Chair, one Co-Chair, and four regional representatives of each of the four geographic regions of NASP's organizational structure: the Northeast, Southeast, Central and Western regions. These positions are appointed by the NASP President for five-year terms and individuals may be reappointed at the President's discretion.
3. A member of the NASP office staff, who is also a school psychologist, shall be appointed by the NASP Executive Director to serve as a liaison between the Ethics Committee and the NASP office. This individual may participate in Ethics Committee meetings. The NASP President, other NASP officers, the Professional Standards Program Manager, and the Executive Director, as appropriate, are considered ex-officio members of this committee.

C. Scope and Authority of the Committee

1. The Committee's actions shall be guided and informed by applicable governmental laws, and the most recent versions of the NASP *Principles for Professional Ethics*, the Bylaws of the Association, and the NASP *Operations Handbook*. The Committee may consult and cite other relevant legal and ethical codes in support of its recommendations and actions.
2. When a complaint is received about a nonmember, the Ethics Committee has authority only if the nonmember is a Nationally Certified School Psychologist (NCSP). Otherwise, the Ethics Committee may act only in an advisory or educative fashion and has no authority to investigate the case or to sanction the conduct of a nonmember.
3. Questions and complaints about the actions of other professional organizations, employers and the like may be referred to the Ethics Committee for advisory purposes. However, the Committee only has authority over the conduct of individual members and NCSPs.

D. Ethics Advisory Panel

1. The NASP President, through consultation with the Ethics Committee, shall establish an advisory panel consisting of NASP members with demonstrated expertise in the area of ethics and professional standards. This panel may be called upon as needed to assist the Ethics Committee or to serve as members of an Independent Appeals Committee or Review Committee as described in Sections X and XI of these Procedures. Advisory Panel members will serve a five year term and may be reappointed by the President.

II. Promotion of Ethical and Professional Practices

- A. The Committee's educational efforts may also include personal contact with members, publication of fact sheets, position papers, newsletter and scholarly articles, presentations and web page resources. The Committee strives to promote an ethical and professional problem-solving model rather than merely prescribe conduct to NASP members and NCSPs.
- B. The Committee also promotes a network of ethical and professional practice committees within the NASP-affiliated state associations.

III. Responding to Questions about Ethical Conduct and Professional Practices

- A. One of the Ethics Committee's functions is to respond to questions and concerns from both members of NASP and the public. This is intended to be advisory or collaborative in nature and is typically accomplished through informal communication via telephone and e-mail between the person raising the question or concern and a designated Committee member.
- B. The Committee's web page provides contact information for individuals who have questions about ethical conduct. Questions addressed to the NASP office will be directed to the Ethics Committee Chair.
- C. Committee members must use discretion regarding their ability to respond to questions and must qualify their answers as not necessarily representing the Association's or the Committee's official positions. In responding to questions, Committee members may:
 1. Provide clarification of the NASP Principles,

2. Advise regarding published resources,
 3. Refer questions to appropriate state or local educational organizations or advocacy groups,
 4. Encourage collaborative problem-solving, or
 5. Consult with other Committee or Ethics Advisory Panel members for additional opinions before responding.
- D. Committee members will maintain a log of ethical questions they have addressed to inform the Committee's educative and preventive efforts.
- E. When the nature of a question and subsequent discussion suggests that ethical misconduct by a member or NCSP may have occurred and reasonable attempts to resolve the matter have failed, the committee member will suggest that an ethical complaint should be initiated.

IV. Initial Responses to Complaints about Ethical Misconduct

- A. At its discretion, the Ethics Committee may respond to complaints from any responsible individual or group of individuals in accordance with these procedures. An individual who makes a complaint (hereinafter referred to as the complainant) need not be a member of NASP or an affiliated state association. In general, however, anonymous letters, emails, or phone calls will not be recognized.
- B. The Committee recognizes that complaints may involve both ethical violations and legal or contractual matters. At its discretion, the Committee may determine that a complaint should be more appropriately addressed by another body.
- C. Complaints regarding ethical misconduct must be made in writing and mailed or submitted in digital form to the Chair of the Ethics Committee. A complaint form is available at www.nasponline.org/standards or by mail or email from the Chair. The ethical complaint form includes relevant demographic information and a statement authorizing the release of information related to the complaint. It must accompany a written statement regarding the alleged misconduct as well as the ethical principles that appear to be violated. The statement must be signed by the complainant.
- D. After receiving a complaint, the Chair will determine if the individual against whom the complaint is made (hereinafter referred to as the respondent), is a member of NASP or an NCSP. If the respondent *is not* a member of NASP or an NCSP, the complainant shall be so advised and when appropriate, referred to other agencies or associations that could have authority in the matter.
- E. If the respondent *is* a member of NASP or an NCSP, the Chair will review the complaint. If the Chair determines that the alleged misconduct, even if true, would *not* constitute a significant violation of the NASP *Principles*, the Chair will notify the complainant to advise him or her that the matter will not be investigated further as a complaint. At the Chair's discretion, the complainant may be referred to other agencies and/or associations that could have authority in the matter. In making this determination, the Chair may seek advice from other Committee members as appropriate.

- F. If the information obtained from the complainant is insufficient to make a preliminary determination regarding the possible misconduct, the Chair may request clarification and/or additional information from the complainant.
- G. Even if the complaint appears to be a possible violation of the *Principles*, the Chair may decide that a particular complaint would be more appropriately addressed in another venue. If so, the complainant will be advised of the reason and referred appropriately.
- H. Except in the case of *sua sponte* actions (see Section VIII of these Procedures), the complaint process requires disclosure of the complainant's identity and permission to release that identity to the respondent.
- I. When a complaint has been accepted and necessary documentation is complete, the Chair will inform the respondent, in writing, with the envelope marked "confidential," (with delivery confirmation requested) that a complaint has been filed against him or her. This letter will describe the nature of the complaint, indicate the principle(s) that appear to have been violated, and request the respondent's cooperation in resolving the situation. The respondent will be advised of the online address where digital copies of the NASP *Principles*, these *Procedures*, and any pertinent advisory opinions of the Ethics Committee may be accessed. In instances where the respondent does not have access to online resources, copies of the above-mentioned documents will be provided.

V. Resolving Ethical Complaints Prior to Formal Investigation

- A. If the respondent acknowledges the alleged ethical misconduct, the Committee will proceed to disposition of the complaint as provided in Section IX.
- B. When feasible, the Ethics Committee attempts to resolve complaints through communication and discussion with the involved parties. The goal of such efforts is to resolve the matter without necessarily determining any individual's responsibility. In such cases, the Chair will assign the complaint to an Ethics Committee member for attempted resolution. If differences cannot be resolved, the Chair will be advised and the Committee will proceed with further investigation.

VI. Procedures for Unresolved or Contested Ethical Complaints

- A. If the steps prior to a formal investigation do not resolve the ethical complaint, the Chair will notify the respondent in writing (with delivery confirmation requested) that a formal investigation is being instituted. The complainant will be asked for a written statement outlining his or her view of the situation and to provide any supporting evidence or documentation pertinent to the complaint. The Chair's letter shall inform the respondent that a lack of cooperation may result in action which could result in his or her being dropped from NASP membership.
- B. If the respondent does not reply to the notification within 30 days or otherwise cooperate with the Committee, the Committee may continue its investigation, noting in the record the circumstances of the respondent's failure to cooperate.
- C. The complainant may be kept informed of the progression of the complaint to each successive level of these procedures. In most cases, if the complainant wishes to withdraw the complaint, the investigation will be terminated. However, in some unusual situations with a potential to affect public welfare or NASP itself,

the Committee may continue the investigation as a *sua sponte* action. (See Section VIII).

- D. In most cases, NASP will not regard a member as having resigned or membership as having lapsed while there is a complaint pending before the Ethics Committee unless he or she submits an affidavit stating that:
 - 1. The resignation is free and voluntary;
 - 2. He or she is aware of a pending investigation into allegations of misconduct;
 - 3. He or she acknowledges that the material facts upon which the complaint is based are true; and
 - 4. He or she submits the resignation because he or she knows that if charges are predicated on the misconduct under investigation, he or she could not defend him or herself successfully against them.
- E. Following receipt of the written statement from the respondent or in the case of failure to respond, the Committee will review all relevant materials and determine whether further inquiry by correspondence or other means is necessary. Otherwise, the Committee will resolve the complaint as described in Section IX of these Procedures.

VII. Procedures Regarding Disciplinary Actions by Other Bodies

- A. When necessary, the Ethics Committee may issue a *Show Cause Notice* to a member of NASP based upon actions of other recognized tribunals or adjudicating bodies. These *show cause* procedures may be used if the Ethics Committee determines that the following actions have occurred:
 - 1. A member has been convicted of a felony or equivalent criminal offense and the conviction is not under appeal.
 - 2. A member has had a practice credential revoked or suspended by a state, provincial, or local board or similar entity as a result of ethical or legal violations,
 - 3. A member has voluntarily surrendered a credential to practice as a result of ethical or legal violations.
- B. When the Ethics Committee determines that it is appropriate to use the *show cause* procedures, the respondent will be notified that he or she has 60 days within which to show good cause as to why he or she should not be expelled from membership in the association. Any documentation upon which the *Show Cause Notice* is based may be provided to the respondent if necessary.
- C. Within this 60-day period, the respondent may request a review of the case and provide evidence that the recognized tribunal or adjudicating body did not follow fair procedures. At that point, the Ethics Committee may exercise its discretion to conduct an investigation, including seeking additional information from the respondent or others, and/or make recommendations consistent with the provisions identified in Section IX of these Procedures.
- D. Failure to respond within the 60-day period may result in the respondent being notified that the Ethics Committee will act on the case without his or her input in accordance with Section IX.

- E. Upon receipt of the respondent's request for review and supporting statement and other documentation, the Committee will review the case. Following this review the Committee shall vote to take one of the actions specified in Section IX to resolve the matter.

VIII. Procedures for the Committee's Initiating Ethical Complaints (*Sua Sponte* Actions)

- A. In some instances, the Ethics Committee may initiate an ethics complaint by its own volition. Situations in which the Committee may vote to initiate such a *sua sponte* action include, but are not limited to, the following:
 - 1. When documentation appears in the public domain of a possible ethical violation. However, the Committee may only initiate a *sua sponte* complaint after the documentation has been provided to the potential respondent with an opportunity for a response to the material.
 - 2. Anonymous reports are received of an NCSP or NASP member's having engaged in egregious ethical misconduct that has the potential to injure the Association or its membership, or to adversely affect the Association's reputation, or that is clearly inconsistent with, or destructive of, the goals and objectives of the Association.
 - 3. Situations involving members in hierarchical relationships (e.g., professor–student, supervisor–supervisee, therapist–client, etc.).
 - 4. Situations where a complaint by a member about another member is considered by the Ethics Committee to be frivolous or vengeful. Making frivolous or vengeful complaints or complaints intended to harm a member rather than protect the public is a violation of the *Principles*.

IX. Disposition of Ethical Complaints

- A. When the Ethics Committee has obtained sufficient information with which to reach a decision, the Chair will direct the Committee to vote on one or more of the following:
 - 1. Dismiss the complaint on the basis of one of the following:
 - a. No Violation: The ethics complain may be dismissed if the Committee finds that the respondent has not committed an ethical violation.
 - b. Insufficient Evidence: The Committee may find insufficient evidence of an ethics violation.
 - c. Violation Requires no Further Action: The Committee determines that a violation has occurred, but it constitutes a minor or technical violation that requires no further action.
 - 2. Review corrective measures already taken by the respondent and judge them sufficient to resolve the complaint.
 - 3. Require the respondent to take corrective measures to modify or stop certain activities or practices;
 - 4. Censure or reprimand the respondent. This may include a recommendation that the respondent be prohibited for a specified period of time from participating in NASP leadership activities, representing NASP at public

forums, authoring NASP publications, and/or contributing to NASP periodicals.

5. Require that the respondent provide restitution to, or apologize in writing, to an individual or organization harmed by the respondent's unethical conduct;
 6. Require the respondent to engage in education, training, or tutorial;
 7. Require that the respondent be placed under a period of probationary membership or surveillance under fixed terms agreed to by the respondent;
 8. Recommend to the NASP Executive Council that the member be expelled.
 9. Recommend to the NSPCB that the NCSP credential be revoked.
 10. Any combination of the actions identified in 2 through 9 above. In most cases, supervision of the member's behavior by the Committee or a designee for a period of time will also be a required component of the corrective action.
- B. The Chair shall expeditiously inform the respondent in writing of the Ethics Committee's decision. Within 30 days of this notification, the respondent may request a review or hearing regarding the Committee's decision(s). Such a request shall be in writing and directed to the President of the Association.
- C. In the case of a recommended expulsion from NASP membership or revocation of the NCSP credential, the respondent may request a hearing before an Independent Appeals Committee per Section XI below.
- D. In the case of any other recommendation, the respondent has the right to a review of the Committee's decision per Section X below.

X. Procedures for Decision Review

- A. Committee decisions regarding disposition of ethical complaints are subject to review. For decisions other than recommended expulsion of a member or revocation of the NCSP credential, the respondent is entitled to a review of the record (but not a hearing) by a three member Review Committee. In requesting a review, the respondent must assert that one or both of the following has occurred:
1. The Ethics Committee deviated from these *Procedures* in a manner that materially affected the outcome of its investigation.
 2. The Ethics Committee imposed an excessively harsh consequence on the respondent.
- B. Citing one or both of the preceding reasons and providing a detailed rationale, the respondent must make a written request for review to the President of the Association. In general, the President will grant a review if the request provides sufficient justification.
- C. Upon approving a request for review, the President will appoint three members of the Ethics Advisory Panel who have had no prior connection with the case. The President shall ask potential designees about any possible conflict of interest and accept their recusal if a conflict is evident.
- D. The Ethics Committee Chair will provide copies of the written record of the case to the Review Committee and will respond to any requests for additional information or clarification of the Ethics Committee's actions.

- E. The Review Committee will proceed expeditiously to review the written record and by a simple majority vote, decide on recommendations to the Ethics Committee.
- F. The Ethics Committee will not be bound by the recommendations of the Review Committee but must consider them and decide whether to revise its previous recommendations regarding disposition of the case.
- G. An appeal from any participant in an ethics complaint other than the respondent will not be entertained.

XI. Procedures for an Independent Appeals Committee Hearing

- A. Following receipt of the Committee's decision that a NASP member should be expelled or an NCSP's credential should be revoked, a respondent has the right to request from the President of the Association a hearing. This request must be made within 30 days after the respondent's receipt of the Ethics Committee's decision.
- B. If the respondent requests a hearing, the President shall select ten members of the Ethics Advisory Panel, none of whom shall be members of the Ethics Committee or have had any prior connection with the case. The President shall ask potential designees about any potential conflict of interest and accept their recusal if a conflict is evident. From this group of ten Advisory Panel members, the respondent shall have 30 days in which to select five who will comprise the Independent Appeals Committee (IAC). Or, within the 30-day timeline, the respondent may request in writing that the President choose the five members to comprise the IAC. If he or she does not respond to the President's instructions within the timelines, the hearing process will be terminated and recommendations of the Ethics Committee will be upheld.
- C. When an IAC is selected, the President shall appoint a chairperson from the members of the group who shall conduct the hearing and assure that the procedures are properly observed. There shall be no communication about the case between the IAC members and the Ethics Committee or any of its representatives prior to the hearing itself.
- D. Within 60 days of the establishment of the IAC, a date for a hearing shall be set by the President with the concurrence of the respondent. The respondent will be responsible for his or her personal costs for travel, accommodations and other related expenses for the hearing. The location of the hearing will be determined by the IAC Chair taking into account the travel burdens on all involved parties. Conducting a hearing by video conference may occur at the discretion of the Chair.
- E. At least 30 days prior to the hearing, all parties will provide to the IAC Chair copies of all documents to be presented and disclose the names of any witnesses who will be called to testify at the hearing.
- F. Presentation of the case against the respondent shall be the responsibility of the Ethics Committee, or such others as the Ethics Committee have designated. Legal counsel for the Association may participate fully in the presentation of the case. The respondent, at his or her own financial expense, shall have the right to counsel, to present witnesses and documents and to cross-examine the witnesses offered by the Ethics Committee. All evidence that is relevant and reliable, as determined by the IAC Chair, shall be admissible.

- G. The hearing will be closed to the public and witnesses will be present only during their testimony and any cross examination. The hearing may be adjourned as necessary and the Ethics Committee and respondent may introduce rebuttal evidence. In the interest of obtaining a full and accurate record of the hearing and at the discretion of the Independent Appeals Committee and the respondent, a tape recorder or other transcription device may be used.
- H. If at least 4 of 5 IAC members vote to uphold the Ethics Committee's recommendation for expulsion or revocation of the NCSP, the matter shall be referred to the Executive Council and/or to the NSPCB for further action.
- I. If the IAC does not uphold the Ethics Committee's recommendation for expulsion from NASP, this will be reported to the Executive Council, along with recommendations for further action by the Ethics Committee. If the IAC does not uphold the Ethics Committee's recommendation for revocation of the NCSP, this will be reported to the NSPCB, along with recommendations for further action by the Ethics Committee.
- J. At the conclusion of the hearing, the IAC shall expeditiously provide a report and recommendations simultaneously to the Association President and to the respondent.

XII. Responsibilities of the NASP Executive Council

- A. As long as it has not been appealed by the respondent within the specified time limit, the Executive Council shall adopt the recommendation of the Ethics Committee for expulsion of a member, unless by majority vote it determines that the NASP *Principles* and/or these *Procedures* have been incorrectly applied.
- B. Upon receiving the IAC's recommendation to uphold the Ethics Committee's recommendation for expulsion in a case that has been appealed, the Executive Council shall adopt the recommendation of the IAC for expulsion of a member, unless by majority vote it determines that the NASP *Principles* and/or these *Procedures* have been incorrectly applied.
- C. In the event that the Executive Council does not adopt the recommendation of the Ethics Committee or the Independent Appeals Committee for expulsion, the case will be remanded to the Ethics Committee which will determine the need for further action.
- D. The Ethics Committee Chair shall inform the respondent and may inform the complainant of any final action taken by the Executive Council.

XIII. Reporting Ethical Violations

- A. The Ethics Committee Chair shall report to the Delegate Assembly at its next regularly scheduled meeting, in executive session, the names of those members who have been expelled from membership, and the ethical principle(s) involved. Actions involving individuals who hold a certificate issued by the NSPCB will be reported to that Board in a timely manner.
- B. Each year, at the Summer meetings of the Delegate Assembly and Executive Council, the Ethics Committee shall submit an annual report describing the number and types of ethical cases resolved by the Committee. This report will not include the identity of the respondents.

- C. In cases of egregious conduct and when the welfare of the public may be at stake, or when the Ethics Committee deems it necessary to maintain the principles of the Association and the profession, it may also notify affiliated state and regional associations and any relevant state and local licensing and certification boards of the final disposition of a case. *Any* other interested parties, including the respondent's employer, may be notified of the final action when, in the opinion of the Ethics Committee, notification is necessary for the protection of the public or the profession.

XIV. General Procedures

- A. The Committee is responsible for revising and amending these procedures in a timely manner and submitting them to the Executive Council for approval.
- B. Conduct of Ethics Committee Members
 - 1. Members of the Ethics Committee recognize that their role is an important one, involving the rights of many people, the reputation of the profession and the careers of individual professionals. Therefore, they must be alert to personal, social, organizational, financial or political situations or pressures that might lead to misuse of their influence. The objective with regard to the individual shall, whenever possible, be constructive and oriented toward problem-solving, rather than disciplinary in nature.
 - 2. At all times, Committee members must be alert to potential conflicts of interest or the appearance of conflicts of interest. When necessary, they may and should recuse themselves from further participation in any case in which they find such conflicts.
 - 3. When responding to complaints, members of the Ethics Committee have the responsibility to consider the merits of the complaints, to act in an unbiased manner, to work expeditiously, and to safeguard the confidentiality of the Ethics Committee's activities and deliberations. Ethics Committee members and their designees have the added responsibility to follow procedures that safeguard the rights of all individuals involved in the complaint process.
 - 4. The conduct of Ethics Committee members is subject to the scrutiny of their colleagues on the Ethics Committee. Any actions that violate the letter or spirit of these procedures or the NASP Principles could result in a report to the Program Manager for Professional Standards for further action.
- C. Timelines and Time Limits
 - 1. The timelines stated in this document are intended to serve as guidelines for the Committee, but may be waived for good cause and if a good faith effort to comply with them has been made.
 - 2. The Committee and the Association will make every effort to meet the timelines and other provision specified in these *Procedures*. However, the Committee's or Association's failure to meet a timeline requirement will not preclude resolution of an ethics complaint. Complainants and respondents are required to comply with all timelines specified in these procedures. Extensions of the timelines may be granted by the Chair or President. Such requests must be submitted in writing.

3. The Ethics Committee may consider a complaint against a member or NCSP only if the complaint is received less than three years after the alleged misconduct occurred, unless otherwise required by law, or as stipulated in these *Procedures*. At the discretion of the Ethics Committee, exceptions to this time limit may be made when a complaint involves plagiarism or serious allegations such as sexual misconduct, felony conviction, or other behavior likely to cause substantial harm to the public or profession.

D. Record keeping

1. The Ethics Committee will maintain appropriate records regarding the number and nature of all written complaints filed against NASP members and Nationally Certified School Psychologists.
2. Relevant materials associated with completed adjudication matters will be stored and maintained by the Ethics Committee (either on paper or digitally) for a minimum of five years after the matter is closed. In cases in which a member loses membership for reasons related to an ethics complaint, these records will be kept indefinitely. Adjudication materials to be maintained will include records associated with the initial complaint; all written correspondence between members or designees of the Ethics Committee and complainants or respondents; summaries of meetings or phone conferences held to discuss the complaint; final Ethics Committee recommendations and decisions relative to the complaint; and summaries of Ethics and Hearing Committees activities and decisions relative to the complaint. Adjudication materials will remain confidential with restricted access.

E. Communication and Confidentiality

1. The Ethics Committee shall assure the responsible use of all information obtained.
2. All information concerning the Ethics Committee's actions shall be confidential, except when information must be released to protect the interests of complainants, respondents, members of the public, or the Association.
3. The Committee will safeguard the confidentiality interests of all parties involved in an investigation.
4. The Committee's activities may be discussed and records shared among Ethics Committee members and ex-officio members, as well as Ethics Advisory Panel members who have been appointed to review cases or conduct hearings to appeal Committee decisions.
5. In general, communication with respondents that is related to timelines or requires proof of delivery shall be in writing and delivered by mail with delivery notification requested. The Committee will regard mail as having been delivered to the respondent upon receipt of proof of delivery.
6. Electronic mail and digital file attachments may be used to expeditiously accomplish the work of the Committee. Reasonable attempts will be made to assure confidentiality of such media including the use of password-protected files.

F. Committee Voting Procedures

1. All actions requiring a Committee decision must be approved by a majority of the Committee members voting. A quorum of at least four members is necessary for decisions requiring voting. In the event that a quorum cannot be established due to a member's recusal, the Chair may select a replacement from the Ethics Advisory Panel.
2. A majority decision of the Ethics Committee shall be binding on the Association unless overturned by the Independent Appeals Committee or Executive Council, in accordance with the procedures outlined herein (Sections XI and XII).

G. Special situations involving complaints:

1. When a complaint is made against a member or NCSP involving behavior similar to previously alleged behavior in a case that has been resolved, the records of the previous case may be considered in connection with a new complaint.
2. When a matter related to a complaint has been or is presently before another regulatory body or legal entity, the Committee may, at its discretion, either proceed with or postpone an investigation.
3. When the Committee receives two or more complaints about a member, the Committee may decide to investigate them simultaneously. If the Committee investigates cases simultaneously, reasonable attempts will be made to protect the confidentiality interests of all parties.

H. Referrals from the NSPCB

1. The Committee serves in an advisory capacity to the NSPCB in matters involving initial eligibility for certification and to the Association's Membership Committee involving initial applications for membership.

I. Reapplication of Expelled or Resigned Members

1. The Committee has jurisdiction over the reapplication of an expelled NASP member or one who has resigned during an ethics investigation or before completing stipulated corrective measures.
2. It is incumbent on the former NASP member who is reapplying for membership to demonstrate to the Committee's satisfaction that he or she is technically and ethically qualified and has completed all required remedial actions previously imposed by the Committee and/or other regulatory bodies.

XV. Appendices and Notes

- A. Ethics Complaint Form
- B. Flow chart of Complaint Resolution Process
- C. The Committee wishes to acknowledge prior work by the American Psychological Association and the National Board of Certified Counselors as sources for some of these procedures. These procedures were revised and adopted by the NASP Executive Council in December, 2007. A digital version of these procedures is available at www.nasponline.org/ethics.