

# Certified Canadian Family Educator's

## CODE OF PROFESSIONAL CONDUCT

### Core Values

The Code of Professional Conduct for Family Educators has been developed to help ensure competence, confidence, consultation, regional diversity, accountability, ethical behaviour, reliability, responsibility, respect, unity, integrity and a commitment to continuous learning on the part of family educators in Canada.

These core values reflect a basic philosophical framework for the field of family education and the practice of individual family educators. The core values provide guidance to all family educators. Adherence is required of those who hold the designation Canadian Certified Family Educator (CCFE).

- Honesty – Family educators encourage an open, honest and non-judgmental climate to protect the sense of safety and well-being of all families and in their own interest as family educators.
- Fairness – All families are treated impartially, equitably, sensitively, and in an ethical manner.
- Integrity – Family educators are honourable, trustworthy, and dependable. Family educators avoid or declare any conflict of interest.
- Respect – Family educators respect the rights and opinions of the families and individuals in our groups and safeguard their privacy and confidentiality.
- Mutual Trust – Family educators work together to achieve goals, making use of each others' diverse skills, abilities, roles, and views.
- Positive Attitude – Family educators recognize colleagues' competence and integrity.
- Continuous Improvement – Family educators set high standards for family education and are committed to continuous learning and to meeting the requirements of re-certification.

### Principle I – General

Family educators are especially mindful of ethical practices and of the social and religious codes of others and do not impose their own values and beliefs.

When there are differences in values and beliefs, family educators will inform participants of their own values and beliefs.



## Principle II – Professional Practice

The goal of family education includes knowledge transfer, skill development and opportunities to prepare for moving through life stages and challenges.

The outcomes for participants include strengthening interpersonal relationships, reduction of stress and distress, and an enhanced satisfaction with life in general.

- A. In order to use Certified Canadian Family Educator (CCFE) as a professional designation, a practitioner must meet the requirements of the designation established by Family Service Canada and currently supported by the Canadian Association of Family Resource Programs (FRP Canada) including training and experience in the following areas:
  - a. orientation to family education;
  - b. individual, life stage and family development;
  - c. human sexuality;
  - d. interpersonal relationships;
  - e. social attitudes;
  - f. values education;
  - g. group dynamics;
  - h. program planning;
  - i. human relations and family processes; and
  - j. leadership skills.
- B. The principal role of the family educator is group facilitator. If the educator deems it appropriate to enter into a helping relationship with a person, it must be with the clear understanding that the service is no longer family education and will only be provided if the family educator has the appropriate qualifications.
- C. Family educators inform participants accurately, fully and clearly about program benefits and limitations.
- D. Advertising materials – including signage, business cards, telephone listings, brochures and newspaper ads – should be professional, accurate and dignified.
- E. Materials developed by others should be identified whenever they are distributed, referred to or drawn upon. The authors or sources should be acknowledged in writing or verbally.
- F. Financial arrangements should be clarified and discussed prior to the start of a program and handled in a businesslike manner.
- G. Family educators do not disparage colleagues and other professional persons to a client or clients.



### **Principle III – Confidentiality and the Client Relationship**

The family educator has an obligation to safeguard personal and family information which has been obtained in the course of the educational process. Disclosure of evidence or allegations of abuse and disclosure of suicidal ideation are exceptions to the confidentiality requirements.

- A. Family educators must inform themselves about laws respecting privacy and security of information and about laws pertaining to disclosure in their jurisdiction.
- B. During the educational process, the educator will maintain a strictly professional relationship with the client.
- C. All client records including those indicating the nature and scope of services rendered shall be available to clients and stored in a secure and confidential site.
- D. Except with the clients' written permission, all communication from clients or groups shall be held in strict confidence. When a client or client group is referred to in a publication, the client's identity shall be thoroughly disguised and the report shall so state.

### **Principle IV – Inter-Professional Relationships**

Family educators avoid working in isolation, provide referrals where necessary and appropriate and work cooperatively with other professionals.

- A. The family educator maintains good relationships with other professionals in related fields. Family educators should be well-informed about community resources including professionals and agencies available for consultation and referral.
- B. Family educators should not misrepresent themselves as psychotherapist, counselor or social worker unless he or she is entitled to through education, license and/or professional designation.
- C. If a client is seeking therapy or personal counseling, the educator should refer to an appropriate professional or agency.
- D. Family educators are encouraged to affiliate with professionals in related fields and with inter-professional groups and organizations.

### **Principle V – Professional Development**

Family educators are obliged to pursue continuing education and professional growth, to adhere to this code of practice and the standards established by the CCFE designation and to join with other family educators and other professionals to promote mutual professional development.



## **Principle VI – Publications and Communications**

Family educators are expected to state explicitly when he or she is providing a personal opinion.

- A. Family educators should communicate information concerning family education in appropriate professional ways.
- B. When expressing professional opinions or points of view, family educators should not state or imply that he or she is speaking on behalf of the Canadian Association of Family Resource Programs (FRP Canada) or the Family Education Committee.

## **Principle VII – Unethical Conduct on the part of a Certified Canadian Family Educator**

Family educators who are awarded the designation of Certified Canadian Family Educator agree to accept the standards of professional conduct included in this Code. The designation of CCFE involves an explicit agreement by the family educator to abide by the disciplinary measures set out below. In the event that the CCFE designation is removed (or if re-certification is denied), the designation should be returned to FRP Canada, specifically to the Family Education Committee.

### **Steps in the Complaint Process:**

- A. Complaints of unethical practice by a Certified Canadian Family Educator shall be submitted in writing to the Family Education Committee. A copy of the written complaint shall also be given simultaneously to the family educator against whom it is directed.
- B. The Family Education Committee shall decide whether the complaint warrants investigation and conduct an investigation regarding the complaint as necessary.
- C. The CCFE shall have full access to all charges and evidence cited regarding the complaint. The Committee will provide an opportunity for the CCFE to defend himself or herself.
- D. The Committee's response to the complaint may include any of the following actions:
  - a. decision that the charge is unfounded,
  - b. specific warning to the Certified Canadian Family Educator about whom the complaint has been made,
  - c. reprimand,
  - d. period of probation, or
  - e. removal of the CCFE designation.

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