

CCE Ethics Case Procedures

Approved: November 8, 2023

INTRODUCTION

The Center for Credentialing & Education, Inc. (CCE) develops and promotes high ethical standards for credential holders and requires all CCE credential holders to meet these standards. These *Ethics Case Procedures* (Case Procedures or Policy) apply to CCE credential holders and credentialing candidates and contain the exclusive rules concerning the review and resolution of possible violations of the CCE *Code of Ethics* and other applicable ethics policies.

When credential holders apply for credentialing or recredentialing, they agree to abide by all CCE policies, including the applicable *Code of Ethics* for their credential, and the *Case Procedures*. In addition, credential holder and candidates for credentials agree that: these procedures are a fair process for resolving all ethics matters; they will be bound by decisions made pursuant to these procedures; these procedures are governed by the principles of the laws of the State of North Carolina; and, these rules do not constitute a contract between CCE and the credential holder or credentialing candidate.

SECTION A: GENERAL

1. Nature of the Process. These *Case Procedures* identify the only process for resolving: ethics complaints submitted to, or initiated by, CCE concerning a credential holder or a candidate for credentialing; and ethics-related disclosures by CCE credential holders. CCE has the exclusive authority to initiate and end any ethics review or case, regardless of circumstances. By applying for credentialing or recredentialing, credential holders voluntarily agree that they: will abide by the *Code of Ethics* and other applicable policies; and, will not challenge the results of any CCE action taken under these policies in a legal or government forum.

The *Ethics Case Procedures* are not formal legal proceedings, and therefore many legal rules and practices are not observed. These rules are designed to operate without the assistance of attorneys. However, any party may be represented by an attorney with respect to ethics review matters, at that party's sole expense. If a party has retained an attorney, that attorney will be directed to communicate with CCE only through CCE legal counsel. The parties are encouraged to communicate directly with CCE, unless instructed otherwise by CCE.

2. Participants. Ethics cases may be decided by the CCE Director of Ethics, the CCE Ethics Appeals Committee, and/or any CCE representative designated by the CCE President and Chief Executive Officer (CEO). A CCE credential holder or candidate who is the subject of an ethics complaint or review will be identified as the Respondent in these rules. The person(s) initiating an Ethics Complaint Statement relating to a CCE credential holder or candidate will be identified as the Complainant(s).
3. Complainant/Ethics Complaint Statement. In order to initiate a CCE ethics review, a Complainant other than CCE must complete and submit to the CCE Director of Ethics an Ethics Complaint Statement, which provides CCE with a detailed explanation of the facts and ethical conduct issues related to the identified credential holder/candidate. The Ethics Complaint Statement document is published on the CCE website at cce-global.org/credentialing/ethics or is available by contacting the Ethics Department.

In the event CCE receives an allegation of unethical conduct or other complaint information from an anonymous or public source, CCE, in its sole discretion, will determine whether that information will become the subject of a formal ethics review.

4. Time Requirements. Complainants and Respondents are required to comply with all time requirements identified in these Case Procedures. CCE will make every effort to follow the time requirements described in this Policy. However, CCE's failure to meet a time requirement will not prohibit the final resolution of any ethics matter review or case. Time extensions may be granted by the CCE Director of Ethics or other authorized CCE representative if a timely written request for extension is submitted to the Director of Ethics explaining a reasonable basis for such request.
5. Litigation/Other Proceedings. CCE may resolve Ethics Complaint Statements and complaints when civil or criminal litigation, or other proceedings related to the complaint, have been, or are presently being, reviewed by a Court, regulatory agency, or professional organization. CCE may also continue or delay an ethics review in such cases.
6. Ethics Complaints Concerning Individuals Who Are Not Credentialed or Candidates Seeking Credentialing. In the event that CCE receives an Ethics Complaint Statement or other information concerning an individual who is not a current CCE credential holder or credentialing candidate, CCE may refer the Complainant to an appropriate review authority, organization, or individual.
7. False or Misleading Information/Inaccurate Disclosures. A credential holder or candidate who provides false or misleading information to CCE concerning an ethics matter, or who submits an inaccurate or misleading disclosure to CCE, may be subject to discipline pursuant to this Policy and the *Code of Ethics*.
8. Time Limitations Concerning Complaints. CCE may consider and resolve any ethics complaint(s), regardless of: (a) whether the Respondent held a CCE credential at the time of the alleged violation; (b) when the alleged violation occurred; or, (c) whether the Respondent continues to hold or seek a CCE credential during the course of any ethics review or case.
9. Confidentiality of Case Information. In order to protect the privacy of the individuals in an ethics case, all material prepared by, or submitted to, CCE will be deemed confidential, unless a release of information is authorized by these Case Procedures. Until an ethics case has been closed or finalized pursuant to Section K, the Complainant and Respondent must maintain the confidentiality of all information related to the ethics case, consistent with these rules. If either of the participants discloses information related to the ethics case contrary to these rules, the CCE Director of Ethics or Ethics Appeals Committee may: terminate the ethics review if such disclosure is made by the Complainant; or, impose any sanction included within these *Case Procedures* if such disclosure is made by the Respondent.
10. Failure to Cooperate. If any party involved in an ethics review or case refuses or fails to fully cooperate or participate with CCE with respect to that ethics matter, and it is determined that the lack of cooperation was without good cause, CCE may take the following actions: (a) if the Complainant is uncooperative or fails to continue to participate consistent with the requirements

of this Policy, the CCE Director of Ethics or Ethics Appeals Committee may terminate the ethics review; or, (b) if the Respondent is uncooperative during the ethics review process consistent with the requirements of this Policy, the Director of Ethics or Ethics Appeals Committee may impose any disciplinary sanction within these Case Procedures, including credential suspension or revocation. No appeal of such CCE actions is permitted; however, a Respondent may request reconsideration of any action imposed under this Section by submitting a written request for reconsideration to the Director of Ethics. Reconsideration requests may be granted by CCE for good cause.

11. Relinquishment of CCE Credential. In the event a Respondent attempts to relinquish or otherwise terminate their CCE credential during the course of any ethics review or case, CCE reserves the right to: (a) deny the relinquishment request, and continue the ethics review or case to a final resolution consistent with these rules; or, (b) require that the Respondent agree to specific terms and conditions related to the relinquishment of their CCE credential to end the ethics review or case.

SECTION B: ETHICS COMPLAINT STATEMENTS

1. Ethics Complaint Statements. In order for CCE to consider allegations of unethical conduct, a Complainant other than CCE must complete an Ethics Complaint Statement and submit the completed form to the CCE Director of Ethics. The Ethics Complaint Statement is a formal written statement from a Complainant describing in detail ethical conduct concerns regarding a CCE credential holder or candidate and identifying the applicable *Code of Ethics* directives. Documents such as government agency complaints or orders/decisions, Court complaints or judgments/decisions, and other public documents or materials may be submitted in support of a Complaint Statement, or may serve as the basis of a formal ethics review initiated by CCE.
2. Ethics Complaint Statement Review. When a complete Ethics Complaint Statement is received by CCE, the CCE Director of Ethics will: (a) review the submitted information and assign a case number to the matter; (b) review the complaint(s) and allegation(s) asserted by the Complainant; (c) determine whether the complaint(s) is presented with sufficient detail and support to permit CCE to conduct a formal review of the allegation(s); (d) contact the Complainant and require additional factual information or documents to support the Ethics Complaint Statement; and/or, contact other persons, organizations, or government bodies and solicit information and materials that may be relevant to the ethics review. In certain circumstances, the Director of Ethics may contact the credential holder or candidate and require them to submit relevant information in order to properly evaluate the Ethics Complaint Statement.
3. Notification to Respondent. Upon receipt of an Ethics Complaint Statement, the Ethics Department will notify the Respondent that an ethics complaint(s) has been received and that the Director of Ethics is reviewing the submitted information.

SECTION C: ETHICS COMPLAINT ACCEPTANCE OR REJECTION

1. Ethics Complaint Statement Review Criteria. Following a careful review of the information presented in the Ethics Complaint Statement, and all supporting materials, the CCE Director of Ethics will determine whether the complaint(s) will become the subject of a formal ethics review

and complaint. The following criteria will be considered to determine if any violation of the *Code of Ethics* alleged in the Complaint Statement is accepted or rejected: (a) whether the Respondent is a CCE credential holder or candidate; (b) whether a proven complaint would constitute a violation of the *Code of Ethics* or other applicable CCE ethics policy; (c) whether the passage of time since the alleged violation requires the complaint(s) be rejected; (d) whether relevant, reliable information or evidence concerning the complaint(s) is available; (e) whether the Complainant and other sources of relevant information are willing to provide evidence or other information to CCE concerning the complaint(s); and, (f) whether the complaint(s) appears to be supportable considering the evidence available to CCE.

Based on a review of the Ethics Complaint Statement under these criteria, the CCE Director of Ethics will determine whether the complaint(s) and available information support the issuance of a formal Ethics Complaint against the Respondent.

2. Rejection of Ethics Complaint Statement. If the CCE Director of Ethics determines that an Ethics Complaint Statement is not supported and should not become the subject of a formal Ethics Complaint, the CCE Director of Ethics will reject the complaint(s). The CCE Director of Ethics will notify the Complainant and Respondent in writing that the Ethics Complaint Statement has been rejected, and the reason(s) for the rejection.
3. Appeal of Complaint Rejection. Within thirty (30) days of the date of an Ethics Complaint Statement Rejection Decision, the Complainant may submit a written appeal to the CCE President-CEO. In order for such an appeal to be considered, the appeal must include the following information: (a) the procedural errors allegedly made by the CCE Director of Ethics in rejecting the Ethics Complaint Statement, if any; (b) the specific provisions of the *Code of Ethics* believed violated; and, (c) the specific information that supports the acceptance of the complaint(s) identified in the Ethics Complaint Statement. The CCE President-CEO, or his/her designee, will review the appeal and issue a final Decision. The Decision of the President-CEO or his/her designee cannot be appealed.

SECTION D: INITIATION OF ETHICS COMPLAINT SUMMARY

If the CCE Director of Ethics determines that the complaint(s) and available information related to the Ethics Complaint Statement support the issuance of a formal ethics review concerning the Respondent, the Director of Ethics will prepare and issue an Ethics Complaint Summary. The Ethics Complaint Summary will identify the relevant conduct allegation(s), the applicable *Code of Ethics* directive(s) that may have been violated, and all information and materials supporting each conduct complaint. The Ethics Complaint Summary will be sent to the Respondent and the Complainant at their address of record, by email and/or other verifiable delivery service.

SECTION E: RESPONSE TO THE ETHICS COMPLAINT SUMMARY

1. Ethics Complaint Response. Within thirty (30) days of the date of the Ethics Complaint Summary, the Respondent must submit a written Complaint Response, consistent with the instructions in the Complaint Summary document. The Response must include the following information:

- (a) a detailed response to the allegations identified in the Complaint Summary; (b) the identification and a copy of each document that the Respondent believes is relevant to the resolution of the Ethics Complaint Summary; and, (c) any other information that the Respondent believes will assist CCE in fairly reviewing the Ethics Complaint Summary. The Director of Ethics may grant the Respondent an extension of time to submit an Ethics Complaint Response based on a showing of good cause.
2. Response Deficiencies. Following a review of the Complaint Response, the CCE Director of Ethics may require the Respondent to provide supplemental information related to the Ethics Complaint Summary.
 3. Optional Reply to Ethics Complaint Response. In cases where an Ethics Complaint Statement has been submitted to CCE, the Director of Ethics will forward the Complaint Response to the Complainant within approximately ten (10) days following CCE's receipt of the Response. The Complainant may submit to CCE a written Reply to the Ethics Complaint Response within fourteen (14) days of the Complainant's receipt of the Response. If submitted, the Reply must fully explain any additional information that the Complainant wishes to present to the Director of Ethics concerning the Ethics Complaint Summary and the Response. The optional Reply will be provided to the Respondent, who may submit a Final Response to CCE within fourteen (14) days of the Respondent's receipt of the Reply. The Director of Ethics may grant extensions of time to either party for submissions under this Section based on a showing of good cause.

SECTION F: PRELIMINARY ACTIONS

1. Involuntary Suspension of Credential. At any time during the ethics review process, the CCE Director of Ethics or the Ethics Appeals Committee may involuntarily suspend a Respondent's credential(s) pending the final resolution of the ethics review, consistent with this Section.
2. Circumstances of Involuntary Suspension Actions. Credential suspensions are authorized where: (a) the Respondent has been convicted of a criminal act, or the Respondent has not contested a criminal complaint or indictment under any statute, law, or rule; (b) the Respondent is the subject of a pending criminal felony, misdemeanor, or other complaint(s), including a criminal complaint or indictment; (c) the Respondent has been found in violation of any law, regulation, or rule by a government agency or professional organization, or has been sanctioned or disciplined by such an agency or organization; (d) the Respondent is the subject of a government agency or professional organization conduct or other complaint matter; (e) the Respondent is the subject of a legal matter related to the Respondent's business or professional activities, including a civil complaint or lawsuit; or, (f) the Respondent has failed to cooperate with CCE at any point throughout the ethics review process, pursuant to Case Procedures Section A.10.
3. Other Preliminary Actions. The CCE Director of Ethics or the Ethics Appeals Committee may require the Respondent to do, or to refrain from doing, certain acts by Preliminary and Temporary Action, including, but not limited to, a Preliminary Action requiring the Respondent to: produce and submit documents or other information or materials relevant to the ethics review, and stop all use(s) of a CCE credential. Any Preliminary Action issued by CCE will be reasonably related to the Ethics Complaint under consideration, or to the Respondent's responsibilities under the *Code of Ethics*.

4. Failure to Comply With Preliminary Actions. The CCE Director of Ethics or Ethics Appeals Committee may discipline a Respondent who fails to comply with a Preliminary and Temporary Action. The CCE Director of Ethics or the Ethics Appeals Committee will consider the severity of the failure to comply and other relevant factors in determining the discipline. Preliminary and temporary actions cannot be appealed.

SECTION G: ETHICS ADVISORY COMMITTEE

1. Ethics Advisory Committee. The CCE President-CEO will appoint a committee of individuals who will serve as a professional resource for the CCE Director of Ethics (Ethics Advisory Committee). This volunteer Committee will be composed of current CCE credential holders in good standing. During the ethics review process, the Director of Ethics may consult with the Ethics Advisory Committee for the purpose of reviewing confidential ethics case information and materials, and providing advice or recommendations related to the review and resolution of ethics matters.
2. Case Record Information. In order to provide appropriate advice and recommendations, the Ethics Advisory Committee may have access to relevant confidential case record information and materials and will be required to maintain the confidentiality and security of such materials.
3. Confidentiality. All communications and recommendations provided by the Ethics Advisory Committee are confidential and will not be released to the Complainant or Respondent. Additionally, the identities of all Committee members will remain confidential, and will not be released without the specific authorization of each Committee member.

SECTION H: DIRECTOR OF ETHICS COMPLAINT DECISIONS AND ORDERS

1. CCE Director of Ethics Decision and Order. Upon the closing of the case record, and following a careful review of the record information, the CCE Director of Ethics will prepare a written Ethics Decision and Order, which will be transmitted to the Respondent. A copy of the Decision will be sent to the Complainant following the lapse of any appeal rights and upon case closure.
2. Contents of Director of Ethics Decision and Order. The Decision and Order will include the following information: (a) a summary of the ethics case; (b) a summary of the relevant factual findings based on the case record information; (c) a final determination concerning each complaint matter, including whether a violation(s) of the *Code of Ethics* occurred; (d) a statement explaining any disciplinary action(s) and/or sanction(s) issued concerning the Respondent; and, (e) any other findings or conclusions that the CCE Director of Ethics determines appropriate. The CCE Director of Ethics may include in the Decision any of the following: (a) an action directing the Respondent to stop any behavior or acts found to be in violation of the *Code of Ethics*, (b) a directive instructing the Respondent to comply immediately with disciplinary action(s) and/or sanctions; or, (c) any other appropriate action, instruction, or directive consistent with, or relevant

to, the Decision.

SECTION I: DISCIPLINARY ACTIONS

1. Disciplinary Actions. When a determination has been made that a Respondent violated one or more provisions of the *Code of Ethics*, or other applicable ethics policy, CCE may issue one or more of the following disciplinary actions:
 - a. A private reprimand and censure of the Respondent.
 - b. A public reprimand and censure of the Respondent.
 - c. A term of credential probation for a period of time determined by the Director of Ethics, which may include conditions on the Respondent's conduct, such as supervision with respect to Respondent's professional credential activities and/or the completion of continuing education courses.
 - d. A term of credential suspension for a period of time determined by the Director of Ethics, which will include the requirements that the Respondent: return to CCE or destroy all original or copied CCE credential materials for the suspension period; and, immediately stop all use of CCE credential(s), and cease all representations concerning CCE credential for the suspension period.
 - e. Revocation of any CCE credential held by the Respondent, which will include the requirements that the Respondent: return to CCE or destroy all original or copied CCE credential materials; and, immediately stop all use of the CCE credential(s), and cease all representations concerning CCE credential(s).
 - f. A determination that the CCE credential holder is ineligible for recredentialing or reinstatement, and that any recredentialing or reinstatement of the Respondent be denied.
 - g. A determination that the CCE candidate is ineligible for credentialing, and that any CCE credential application of the Respondent be denied.
 - h. A requirement that the Respondent take appropriate corrective action(s).
2. Notification of Disciplinary Action. Following the lapse of any appeal rights and upon case closure, CCE reserves the right to notify State licensure agencies, other government bodies, or professional organizations of any final disciplinary action taken against a Respondent, and provide such entities with a copy of the final Decision and Order.
3. Publication of Ethics Decisions. Following the lapse of any appeal rights and upon case closure, CCE may publish or release: an adverse Decision concerning a Respondent; or, information concerning the resolution of an ethics matter. Any interested party may request publication of a final ethics Decision. The CCE Director of Ethics, Ethics Appeals Committee, or CCE President-

CEO may grant or deny such requests, and such decisions cannot be appealed.

SECTION J: ETHICS APPEALS COMMITTEE

1. Ethics Appeals Committee: The President-CEO, or his/her designee, will appoint three (3) or more CCE credential holders in good standing to serve as the Ethics Appeals Committee, which will be responsible for resolving all appeals concerning ethics case Decisions of the CCE Director of Ethics.
2. Time Period for Appeal to the Ethics Appeals Committee. Within thirty (30) days of the date of an adverse final ethics case Decision by the CCE Director of Ethics, the Respondent may appeal all or a portion of the Decision to the Ethics Appeals Committee. Appeals received beyond this time period will not be considered by the Ethics Appeals Committee.
3. Grounds for Appeal to the Ethics Appeals Committee. The grounds for appeal of an adverse Decision are strictly limited to the following:
 - a. **New or Previously Undiscovered Information**: Following the closing of the case record, the Respondent has located or obtained relevant information that was not previously in their possession, was not reasonably available prior to closure of the record, and could have affected the Director of Ethics Decision;
 - b. **Procedural Error**: The Director of Ethics Decision misapplied a policy or procedure contained in these rules;
 - c. **Misapplication of the Code of Ethics**. The Director of Ethics Decision misapplied relevant provisions of the *Code of Ethics*; or,
 - d. **Contrary to the Information Presented**. The Director of Ethics Decision is contrary to the most substantial and reliable information provided in the case record.

With respect to Sections J.3.b and J.3.c above, the Ethics Appeals Committee will only consider arguments that were presented to the Director of Ethics prior to the closing of the case record.

4. Required Appeal Content. An appeal to the Ethics Appeals Committee must be submitted to CCE within thirty (30) days of the date of an adverse Decision by the Director of Ethics, and must include the following information: (a) the ethics case name, case number, and the date of the Director Decision; (b) a statement of the grounds for the appeal under Section J.3, above, and a complete explanation of the reasons that the Respondent believes that the Decision should be reversed or otherwise modified; and, (c) accurate, complete copies of any information or material upon which the Respondent relies in support of the appeal.
5. Appeal Deficiencies. Following a preliminary review of the appeal, the Ethics Appeals Committee may require the Respondent to provide supplemental information related to the appeal.

6. Appeal Rejection. If the Ethics Appeals Committee determines that an appeal does not satisfy the appeal requirements, or otherwise does not warrant further formal review, the Ethics Appeals Committee will reject the appeal. The Ethics Appeals Committee Chair will notify the Complainant and Respondent in writing that the appeal has been rejected, and the reason(s) for the rejection. Appeal rejection determinations are not subject to appeal.
7. Ethics Appeals Committee Appeal Review. Within one hundred and eighty (180) days after the submission of a complete appeal, or as soon thereafter as practical, the Ethics Appeals Committee will meet to review the case record, the appeal submission, and any other information determined to be relevant. Thereafter, the Appeals Committee will determine the outcome of the appeal by majority vote in closed session. An adverse Decision of the CCE Director of Ethics may be affirmed, reversed, or otherwise modified by the Appeals Committee.
8. Ethics Appeals Committee Final Decisions and Actions. Within thirty (30) days of the Ethics Appeals Committee appeal review meeting, or as soon thereafter as practical, the Ethics Appeals Committee Chair will issue a final Appeal Decision. The Appeal Decision will include the following information: (a) a summary of any relevant portions of the Decision of the Director of Ethics; (b) a summary of any relevant procedural or factual findings made by the Ethics Appeals Committee; (c) the finding(s) and determination(s) concerning each matter under appeal; and, (d) the Appeals Committee final Decision affirming, reversing, or modifying the Director Decision, including any disciplinary sanction or remedial action. The Appeal Decision will be transmitted to the Complainant and Respondent.

The Decisions of the Ethics Appeals Committee are final, and no further appeals are available.

SECTION K: CLOSING OF ETHICS CASES

1. Events That Will Cause Closure of an Ethics Case. An ethics case will be closed, and all proceedings ended when any of the following events occur:
 - a. An Ethics Complaint Statement has been terminated or withdrawn by the Complainant(s);
 - b. Following the lapse of any appeal rights, the Ethics Complaint Statement submitted by the Complainant has not been accepted, and the complaints have been rejected as the basis for an Ethics Complaint pursuant to these rules;
 - c. Following the lapse of any appeal rights, a Decision has been issued by the CCE Director of Ethics pursuant to these rules;
 - d. A final Appeal Decision has been issued by the Ethics Appeals Committee pursuant to these rules; or,
 - e. CCE has accepted the relinquishment of the Respondent's CCE credential(s) pursuant to

Case Procedures Section A.11, subject to an agreement approved by CCE.

SECTION L: REINSTATEMENT REQUEST AND REVIEW PROCEDURES

1. Reinstatement Requests Following Revocation of CCE Credential. Five (5) years after the issuance of a final credential revocation decision and action issued under these rules, the Respondent may submit a Request for Credential Reinstatement to the CCE Board of Directors, consistent with the requirements of this Section. The Request for Credential Reinstatement must be submitted to the CCE Director of Ethics for referral to the Board for review.
2. Reinstatement Requests Following Suspension of CCE Credential. Following the completion of a final credential suspension decision and action issued under these rules, the Respondent may submit a Request for Credential Reinstatement to the CCE Director of Ethics, consistent with the requirements of this Section.
3. Required Reinstatement Request Content. Subject to the time requirements in this Section, CCE will consider Reinstatement Requests from Respondents who have been the subject of a final revocation or suspension decision and action. Reinstatement Requests must include the following information: (a) the relevant ethics case name, case number, and the date that the final CCE ethics case Decision was issued; (b) a statement of the reason(s) that the Respondent believes support or justify the acceptance of the Reinstatement Request, including an explanation why the counselor should now qualify for CCE credential; and, (c) any relevant documentation or materials which the Respondent believes supports the Reinstatement Request.
4. Board of Directors Review of Reinstatement Request Following Revocation. Within ninety (90) days after the submission of a complete Reinstatement Request related to a credential revocation decision, or as soon thereafter as practical, the Board of Directors will schedule a meeting to decide the Reinstatement Request. Each Reinstatement Request will be considered by a quorum of the Board. The Board will review the information presented by the Respondent and any other relevant information, and will determine the outcome of the Request by majority vote in closed session.
5. Board of Directors Reinstatement Request Decisions. Within thirty (30) days after the conclusion of the Board of Directors review of a Reinstatement Request concerning a revocation decision and action, or as soon thereafter as practical, the Board, by the Board Chair or the CCE President-CEO, will prepare and issue a final Reinstatement Decision. The final Board Decision will indicate whether the Reinstatement Request is granted, denied, or continued to a later date. If appropriate, the Decision may include any conditions related to credential or recredentialing. The CCE Board of Directors Reinstatement Decision will be sent to the Respondent. If the Reinstatement Request is denied, the Respondent may submit a new Reinstatement Request pursuant to this Section, two (2) years or more after the issuance of an adverse Board Decision.
6. Director of Ethics Review of Reinstatement Request Following Suspension. Within ninety (90) days after the submission of a complete Reinstatement Request concerning a suspension decision and order, or as soon thereafter as practical, the Director of Ethics will decide the Reinstatement Request. The Director of Ethics will review the information presented by the Respondent and any

other relevant information, and will determine the outcome of the Request.

7. Director of Ethics Reinstatement Request Decisions. Within thirty (30) days of the conclusion of the Director of Ethics review of a Reinstatement Request concerning a suspension decision and order, or as soon thereafter as practical, the Director of Ethics will prepare and issue a Reinstatement Decision with respect to the Reinstatement Request. The final Decision will indicate whether the Reinstatement Request is granted, denied, or continued to a later date. If appropriate, the Decision may include conditions related to credentialing or recredentialing. A copy of the Director of Ethics Decision will be sent to the Respondent. No appeal of the Director of Ethics Reinstatement Decision is permitted. However, the Respondent may submit a new Reinstatement Request pursuant to this Section, two (2) years or more after the issuance of an adverse Director of Ethics Decision.
8. Reinstatement Process Following CCE Credential Probation Decisions. Following the completion of a probation term included in a final ethics case Decision issued under these rules, the CCE Director of Ethics will determine whether the Respondent has satisfied the terms of probation, and will make one of the following determinations:
 - a. If the Respondent has satisfied the terms of probation in full, the CCE Director of Ethics will verify that the probation term has been completed, and reinstate the counselor to full credential status; or,
 - b. If the Respondent has not satisfied the terms of probation in full, the case will be referred to the final decision-maker for review and action consistent with these rules, including, but not limited to, continuation of the probation term and/or issuance of additional disciplinary or remedial actions.