

I. General Provisions

- A. Responsibilities of the Ethical and Professional Practices Board
1. The Ethical and Professional Practices Board (the EPPB) of the National Association of School Psychologists (NASP) shall be responsible for interpreting and applying the NASP Principles for Professional Ethics (the Principles), and overseeing the ethical and professional conduct of NASP members and individuals credentialed by the National School Psychology Certification Board (NSPCB), hereafter referred to as Nationally Certified School Psychologists (NCSP).
 2. The purposes of the EPPB are: (a) to promote and maintain ethical conduct by school psychologists, (b) to enforce the NASP Principles, (c) to investigate legitimate complaints as determined by the EPPB, (d) to determine violations of the Principles and sanctions based on the results of its investigations, (e) to educate school psychologists regarding NASP ethical standards, and (f) to protect the general well-being of consumers of school psychological services.
 3. The EPPB shall address issues of ethical conduct in advisory, educative, and, if necessary, adjudicatory roles.
- B. Composition of the EPPB
1. The EPPB shall consist of six (6) voting members including: one (1) Chair, one (1) Cochair, and four (4) members appointed to serve each of the four (4) geographic regions of NASP's organizational structure: the Northeast, Southeast, Central, and Western regions. These positions are appointed by the NASP President for five (5)-year terms. All voting members shall: (a) be active NASP members in good standing, (b) have at least five (5) years' experience in school psychology, and (c) have no history of ethics violations with NASP. An EPPB member shall not serve more than two (2) consecutive terms. While the EPPB Chair shall have voting rights, they shall only vote if a tie-breaking vote is required.
 2. The NASP President, through consultation with the EPPB, shall appoint up to four (4) nonvoting at-large members of the EPPB for five (5) year terms. At-large members support the EPPB's purpose of educating school psychologists regarding NASP ethical standards through publication and presentation. At-large members may participate in case deliberations, but they do not have the right to vote. At-large members shall not serve more than two (2) consecutive terms. The at-large terms do not preclude appointment for terms as voting members of the EPPB.
 3. A member of the NASP office staff shall be designated by the NASP Executive Director to serve as a liaison between the EPPB and the NASP office (the Staff Liaison). The Staff Liaison shall be responsible for: (a) communicating with parties on behalf of the EPPB; (b) drafting and sending out all EPPB correspondence, at the direction of the EPPB; (c) taking minutes of EPPB meetings; and (d) keeping records

of all ethics cases and past precedent. The Staff Liaison may provide information related to each case to the EPPB but shall not participate in EPPB deliberations or vote on matters before the EPPB. The NASP President, Staff Liaison, and the Executive Director, as appropriate, are considered exofficio and nonvoting members of the EPPB.

C. Scope and Authority of the EPPB

1. The authorized opinions of the EPPB, which is charged by NASP with the administration and interpretation of the Principles, shall be binding on all NASP members and those individuals holding the NCSP credential.
2. The EPPB's actions shall be guided and informed by the Bylaws of NASP, the *NASP Operations Handbook*, and any published advisory opinions developed by the EPPB, as they relate to the Principles.
3. When a complaint is received about a nonmember, the EPPB has authority to review the complaint only if the nonmember holds the NCSP credential.
4. The EPPB shall not review complaints about the actions of other professional organizations or employers and supervisors that are not NASP members or NCSPs. Additionally, the EPPB shall not address economic issues (e.g., cost of service) as they relate to legitimate marketplace competition.
5. The EPPB has authority only over the professional conduct of individual NASP members and those holding the NCSP credential.

D. Ethics Advisory Panel

The NASP President, through consultation with the EPPB, shall appoint a twelve (12) member advisory panel consisting of NASP members with expertise in the area of ethics and professional standards (the Panel). The Panel may be called upon as needed to serve as members of the Appeal Committee as described in Section VIII of these Procedures. Panel members will serve a five (5) year term and may be reappointed by the President for one (1) additional five (5) year term.

II. Promotion of Ethical and Professional Practices

- A. The EPPB's educational efforts include publication of advisory and position papers, newsletter and scholarly articles, presentations, Web resources, and consultation with ethical and professional practice committees within NASP-affiliated state associations and other related stakeholders.
- B. When consulting regarding ethical dilemmas, the EPPB promotes an ethical and professional problem-solving model and does not prescribe conduct or provide situational advice. EPPB members may provide support in identifying relevant Standards and implementing a problem-solving method. The individual seeking support maintains full responsibility for all actions and decisions.

III. Initial Responses to Complaints About Ethical Misconduct

- A. The EPPB shall review complaints from any responsible individual or group of individuals: (a) who is claiming to have been harmed by the unethical conduct of an NCSP or NASP member; (b) who is self-reporting unethical conduct; or (c) who is a NASP member or NCSP who, in good faith, is claiming another NASP member or NCSP engaged in unprofessional conduct. The EPPB shall also review complaints from any

licensing or regulatory body in accordance with these Procedures. If the EPPB learns of unethical conduct by a NASP member or NCSP, it also has the authority to initiate a complaint. The EPPB may not act solely on the basis of an anonymous complaint or complaint by a person who does not want his or her name to be disclosed to the individual who is the subject of the complaint.

- B. The EPPB recognizes that complaints may involve both ethical violations and legal or contractual matters. At its discretion, the EPPB may determine that a complaint may be appropriately investigated by another body and may additionally refer a complainant to such a body.
- C. Formal complaints regarding ethical misconduct must be made in writing and mailed or submitted in digital form to the Staff Liaison. A complaint form is available at www.nasponline.org/standards or by mail or e-mail from the Staff Liaison. All complaints shall include the following information:
 - 1. the name, address, and telephone number of the respondent;
 - 2. the name, address, and telephone of the complainant;
 - 3. a detailed description of the facts supporting the complaint;
 - 4. a description of any steps taken to address the situation explained in the complaint, and the results thereof;
 - 5. the specific Standards of the Principles alleged to have been violated and an explanation as to how the Standards were violated;
 - 6. any supporting documentation related to the complaint;
 - 7. a statement certifying that: (a) complainant has the authority to provide the EPPB with the supporting documents; (b) the release of the supporting documents to NASP does not violate HIPAA, FERPA, or any other state, local, or federal law; and (c) the complainant has obtained any required permission to release such documentation to the EPPB;
 - 8. the complainant's approval for the EPPB to disclose all information to the respondent, EPPB members, appropriate NASP staff, legal counsel, and experts involved in handling the complaint;
 - 9. a statement that the complainant waives his or her right to subpoena from NASP or its agents, for the purposes of private civil litigation, any documents or information concerning the complaint; and
 - 10. the complainant's signature.
- D. After receiving a complaint that meets the requirements set forth in Section III(C), the Staff Liaison 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 over the matter.
- E. If the respondent *is* a member of NASP or an NCSP, the EPPB will review the complaint. If the EPPB determines that the alleged misconduct, even if true, would *not* constitute a violation of an enforceable NASP principle or standard, the Staff Liaison will notify the complainant that the matter will not be investigated further as a complaint. At the EPPB's

discretion, the complainant may be referred to other agencies and/or associations that could have authority in the matter.

- F. If the information obtained from the complainant is insufficient to make a preliminary determination regarding the possible misconduct, the EPPB may direct the Staff Liaison to request clarification and/or additional information from the complainant.
- G. Even if the complaint appears to be a possible violation of the Principles, the EPPB may decide that a particular complaint would be more appropriately addressed in another venue. If so, the EPPB shall direct the Staff Liaison to advise the complainant of the reason and appropriate referral.
- H. Except in the case of *sua sponte* actions (see Section VI of these Procedures), the complaint process requires disclosure of the complainant's identity and permission to release that identity to the respondent.

IV. Procedures for Formal Investigation of Ethics Complaints

- A. The EPPB will accept paper documents or password-protected electronic files as supporting documentation. Supporting documentation might include copies of psychological or other education reports, correspondence, e-mails, due process or court transcripts, or audio recordings with transcripts. If audio recordings are submitted, the complainant must also provide a summary of what was said pertinent to the complaint along with its time stamp and identification of the speakers.
- B. Within thirty (30) days after the EPPB accepts a complaint, it shall direct the Staff Liaison to inform the respondent, in writing (with delivery confirmation requested) that a complaint has been filed against them (the Complaint Notification Letter). The Complaint Notification Letter shall describe the nature of the complaint and identify the specific enforceable NASP principles and standard(s) that may have been violated. A copy of the Complaint will be included with the Complaint Notification Letter. When necessary, the EPPB shall direct the Staff Liaison to issue an additional Complaint Notification Letter if new information discovered during the investigation suggests possible violation of the Principles not identified in the initial Complaint Notification Letter. A copy of any new documentation or other evidence shall be included with the new Complaint Notification Letter. The Staff Liaison shall also notify the complainant, in writing, that the EPPB will be investigating the Complaint.
- C. The EPPB's Complaint Notification Letter 's shall inform the respondent that a lack of cooperation or delay may result in action leading to termination of the respondent's NASP membership and/or revocation of respondent's NCSP credential. If the respondent acknowledges the alleged ethical misconduct, the EPPB may proceed to disposition of the complaint as provided in Section VII.
- D. Although the respondent has the right to consult with an attorney during all phases of the ethical complaint adjudication process, the respondent must respond to any initial ethical complaint personally and not through legal counsel or another third party. If the respondent provides reasonable cause as to why he or she cannot respond personally, the EPPB or Appeal Committee may waive this requirement after consultation with legal counsel. The respondent may be represented by legal counsel during any subsequent appeal or review of the matter.

- E. To prepare their written response, the respondent shall be provided with access to the following documents:
 - 1. The complainant's signed consent for release of information for the purpose of complaint resolution.
 - 2. All documents provided by the complainant in support of the complaint (e.g., school psychological reports, transcripts of due process hearings, e-mail or other written records, audio recordings with transcripts).
- F. If the EPPB accepts additional documentation from the complainant after the date of the initial or a subsequent Complaint Notification Letter, the respondent will be so informed by the Staff Liaison and given thirty (30) days to review and respond to new documentation.
- G. The EPPB cannot accept oral statements via phone or in person by the complainant or respondent as documentation of events pertaining to a formal complaint investigation.
- H. The respondent must respond, in writing, to the allegations contained in the Complaint within thirty (30) days of the date of the Complaint Notification Letter.
- I. If the respondent does not: (a) reply to the initial Letter of Complaint Notification within thirty (30) days, (b) request additional time, or (c) fully cooperate with the EPPB, the EPPB may continue its investigation, noting in the record the circumstances of the respondent's failure to cooperate.
- J. The complainant may be kept informed of the progression of the complaint to each successive level of these procedures. If necessary, the complainant may be asked to provide additional information or clarification. In most cases, if the complainant wishes to withdraw the complaint, the investigation will be terminated. However, in situations with a potential to affect public welfare or NASP itself, the EPPB may continue the investigation as a *sua sponte* action. (See Section VI).
- K. Respondent's failure to respond within the thirty (30) day response period shall not prevent the EPPB from completing its investigation or prevent the EPPB from taking action based on the information available.
- L. Following receipt of any required additional information from the respondent and complainant, or in the case of a failure to respond, the EPPB shall review all relevant materials and determine whether further inquiry is necessary. If no additional information is needed, the EPPB review all relevant material and shall resolve the complaint pursuant to Section VII.

V. Procedures Regarding Disciplinary Actions by Other Bodies

- A. When necessary, the EPPB may issue a *Show Cause Notice* to a member of NASP or an NCSP based upon actions of other recognized credentialing or adjudicating bodies. These show cause procedures may be used if the EPPB determines that the following actions have occurred:
 - 1. A member or NCSP has been convicted of a felony or equivalent criminal offense likely to affect professional reputation and/or effectiveness; or
 - 2. A member or NCSP has had a practice credential revoked, suspended, or denied by a state, provincial, or local board or similar entity as a result of ethical or legal violations; or

3. A member or NCSP has voluntarily surrendered a credential to practice during an investigation or as a result of ethical or legal violations.
- B. When the EPPB determines that it is appropriate to use the show cause procedures, the Staff Liaison will notify the respondent that they have thirty (30) days within which to show good cause as to why his or her membership and/or NCSP credential should not be terminated or be subject to other dispositions. Documentation upon which the Show Cause Notice is based may be provided to the respondent.
 - C. Respondent's failure to respond within the thirty (30) day response period shall not prevent the EPPB from completing its investigation or prevent the EPPB from taking action based on the information available.
 - D. Upon receipt of the respondent's response, including any supporting statements and any other documentation requested by the EPPB, the EPPB shall review the case.

VI. Procedures for the EPPB's Initiating Ethical Complaints (Sua Sponte Actions)

- A. In some instances, the EPPB may initiate an ethics complaint by its own volition. Situations in which the EPPB may vote to initiate such *sua sponte* actions include, but are not limited to, the following:
 1. When documentation appears in the public domain of a possible ethical violation. However, the EPPB may only initiate a *sua sponte* complaint after the documentation has been provided to the potential respondent and respondent has an opportunity to respond.
 2. When there is credible, verifiable information that is provided to NASP, not in the public domain, that an NCSP or NASP member engaged in ethical misconduct that has the potential to injure NASP or its membership, or to adversely affect NASP's reputation, or that is clearly inconsistent with, or destructive of, the goals and objectives of NASP. However, the EPPB may only initiate a *sua sponte* complaint after the documentation has been provided to the potential respondent and respondent is given an opportunity to respond. The EPPB shall not review any information if the disclosure of such information violates any laws or confidentiality obligations.
 3. Situations in which a complaint by a member or NCSP about another member or NCSP is considered by the EPPB to be frivolous and/or intended to harm a respondent rather than to protect the public. Making frivolous complaints or complaints intended to harm a member rather than protect the public is a violation of the Principles.

VII. Disposition of Ethical Complaints

- A. When the EPPB determines that it has obtained sufficient information with which to reach a decision, the Chair will direct the EPPB to vote on one or more of the following dispositions:
 1. Dismiss the complaint on the basis of one of the following:
 - a. No Violation: The ethics complaint may be dismissed if the EPPB finds that the respondent has not committed an ethical violation.
 - b. Insufficient Evidence: The EPPB may find insufficient evidence of an ethics violation.

- c. Violation Requires No Further Action: The EPPB 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, but is not limited to, 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 the respondent to engage in education, training, or supervision.
 - 6. Suspend the individual's membership or NCSP certification for a specific period of time.
 - 7. Permanently or nonpermanently revoke the NASP membership and/or the NCSP credential.
 - 8. Any combination of the actions identified in 3 through 7 above.
- B. When the EPPB imposes dispositions 3–5 above, the respondent will be designated as a probationary member and/or NCSP until all requirements of the disposition are completed.
 - C. Within thirty (30) days of the EPPB's decision, the respondent shall be notified in writing, with delivery confirmation requested, of the EPPB's decision hereafter called the *Letter of Disposition*. The Letter of Disposition shall identify the enforceable ethical principles and standards that were judged to have been violated, if any, and the principles and standards not violated, if relevant to the case. The Letter of Disposition shall also identify sanctions, if any, and explain the respondent's ability to appeal this decision. Finally, the Letter of Disposition to the respondent will summarize the EPPB's rationale for its actions. Within thirty (30) days of this notification, the respondent may request an appeal of the EPPB's decision(s). Such a request shall be in writing and directed to the President of NASP.
 - D. In the event that the respondent does not request an appeal as set forth in Section VIII below, the EPPB shall inform the complainant(s) of the final disposition of the matter after the thirty (30) day appeal period has expired.

VIII. Procedures for Decision Appeals

- A. EPPB decisions regarding disposition of ethical complaints are subject to appeal. The respondent is entitled to a review of the record by a three (3) member appeal committee (the Appeal Committee). The respondent must provide justification for the review that asserts one or more of the three following conditions:
 - 1. The EPPB deviated from these Procedures in a manner that materially affected the outcome of its investigation;
 - 2. The violations found by the EPPB lacked a factual basis; or
 - 3. The EPPB imposed an arbitrary or excessively harsh consequence on the respondent.

- B. Within thirty (30) days of the date of the Letter of Disposition the respondent may make a written request for appeal to the President of NASP citing one or more of the preceding reasons and providing a detailed rationale (the Appeal Request). The Appeal Request must include all new evidence that is to be considered by the Appeal Committee and must set forth adequate provisions why such new evidence was not provided in the EPPB as part of the disposition. If the President determines that the appeal request is likely to meet the requirements of Section VIII(A), he or she will grant the appeal. If the Appeal Request does not meet any of these requirements, the Appeal Request will be denied and the EPPB's decision shall be final.
- C. Upon approving a request for an appeal, the President will appoint three (3) members of the Panel who have had no prior connection with the case and designate one appointee to chair the Appeal Committee. The President shall ask potential designees about any possible conflict of interest and accept their recusal if a conflict is evident.
- D. The Staff Liaison will provide access to the records of the case to the Appeal Committee Chair and will respond to any requests for additional information about, or clarification of, the EPPB's actions.
- E. The Appeal Committee, in its sole discretion, shall determine whether it is appropriate to consider new evidence or additional information not presented to the EPPB during its review and not otherwise reflected in the record.
- F. The Appeal Committee will proceed expeditiously to review the record and, by a simple majority vote, decide whether to reverse or modify the EPPB decision, or remand the case back to the EPPB for further review.
- G. The Appeal Committee shall reverse or modify the EPPB's recommended sanction only in the event that the appeal request shows, by clear and convincing evidence, that: (a) the EPPB deviated from these Procedures in a manner that materially affected the outcome of the investigation, (b) the violations found lacked a factual basis, or (c) the EPPB imposed an arbitrary or excessively harsh sanction. If the Appeal Committee confirms, reverses or modifies the EPPB's decision, the Staff Liaison shall notify the complainant and respondent of the Appeal Committee's final decision within thirty (30) days. The Appeal Committee's decision is final and cannot be appealed.
- H. If the Appeal Committee remands the case back to the EPPB, the Staff Liaison shall notify the respondent. Once a final decision has been made by the EPPB, the complainant and respondent shall be notified in writing of this final decision within thirty (30) days of the decision. The Appeal Committee may remand the case if there was a procedural error or if material evidence was not properly reviewed.
- I. Appeals initiated or requested by anyone other than a respondent shall not be entertained.

IX. Reporting Ethical Violations

- A. The EPPB Chair shall report to the NASP Leadership Assembly at its next regularly scheduled meeting the names of any members whose membership has been revoked, and the ethical principle(s) involved. The EPPB shall promptly notify the NSPCB of all final decisions involving NCSPs.

- B. Periodically, the EPPB shall submit a report to the Board of Directors and Leadership Assembly describing the number and types of ethical cases resolved by the EPPB. This report will not contain any identifiable information about complainants or respondents.
- C. In cases of revocation or suspension of membership or NCSP or when the welfare of the public may be at stake, the EPPB 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 EPPB, notification is necessary for the protection of the public or the profession. Furthermore, in the event of suspension or revocation, public notice of the final disposition of an ethics investigation shall be posted at the NASP website under "Notice of Disciplinary Action." This notice includes the name of the respondent, their city and state, the enforceable ethical principles and standards that were judged to have been violated, and the final disposition of the case.

X. General Procedures

- A. The EPPB is responsible for revising and amending these Procedures in a timely manner and submitting them to the NASP Board of Directors for approval.
- B. Conduct of EPPB Members
 - 1. Members of the EPPB 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 respondent shall, whenever possible, be constructive and oriented toward problem solving, rather than disciplinary in nature.
 - 2. At all times, EPPB members must be alert to potential conflicts of interest or the appearance of conflicts of interest. If an EPPB member is concerned there is a potential actual or perceived conflict of interest, he or she must notify the EPPB Chair immediately. The EPPB Chair shall make the recusal determination. If necessary, the EPPB member may be recused from further participation in any case in which they find such conflicts.
 - 3. When responding to complaints, members of the EPPB 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 EPPB's activities and deliberations. EPPB members have the added responsibility to follow procedures that safeguard the rights of all individuals involved in the complaint process.
 - 4. Any actions by EPPB members that violate the letter or spirit of these Procedures or the Principles could result in a report to the NASP President for further action.
- C. Timelines and Time Limits
 - 1. The EPPB and NASP will make a good faith effort to meet the timelines and other provisions specified in these Procedures. However, the EPPB's or NASP'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 for good cause may be granted by the EPPB Chair or, in the case of an appeal, by the NASP President. Such requests must be submitted in writing or via e-mail.

2. In general, the EPPB may consider a complaint against a member or NCSP only if the complaint is received less than three (3) years after the alleged misconduct occurred, or as stipulated in these Procedures. At the discretion of the EPPB, exceptions to this time limit may be made when a complaint involves gross misconduct 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 Staff Liaison shall maintain appropriate records regarding the number and nature of all written complaints filed against NASP members and NCSPs.
2. Relevant materials associated with completed adjudication matters will be stored and maintained by NASP (either on paper or digitally). Adjudication materials to be maintained will include: (a) the complaint and supporting documentation, (b) all written correspondence between the EPPB and complainant or respondent relevant to complaint documentation, and (c) the final determination letter. Adjudication materials will remain confidential with restricted access.

E. Communication and Confidentiality

1. The EPPB shall assure the responsible use of all information obtained.
2. Except as set forth in these Procedures, all information concerning the EPPB's actions shall be confidential, unless NASP's legal counsel determines that release of information is required in response to a valid subpoena.
3. Once a final determination has been made in a case, EPPB and Appeal Committee members shall promptly destroy all notes, correspondence, documentation and other information related to the case.
4. The EPPB will safeguard the confidentiality interests of all parties involved in an investigation.
5. The EPPB's activities may be discussed and records shared among EPPB members, the Staff Liaison, ex-officio members, other NASP staff as determined by the Executive Director as well as Panel members who have been appointed to review appealed EPPB decisions.
6. 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 confirmation requested. The EPPB will regard mail as having been delivered to the respondent upon receipt of delivery confirmation.
7. Electronic mail and digital file attachments may be used to expeditiously accomplish the work of the EPPB. Reasonable attempts will be made to assure confidentiality of such media including the use of password-protected files as appropriate.

F. EPPB Voting Procedures

1. All actions requiring an EPPB decision must be approved by a majority of the EPPB members voting. A quorum of at least four (4) voting members is necessary for decisions requiring voting.
2. A majority decision of the EPPB shall be binding on NASP unless overturned by the Appeal Committee in accordance with the procedures outlined herein (Section VIII).

G. Special situations involving complaints:

1. If a NASP member's or NCSP's state license, certification, or registration has been suspended by a federal, state, or local government or agency authority (Body) on an emergency basis, or an emergency restriction has been placed on the NASP member's or NCSP's state license, certification, or registration, the EPPB shall review the relevant records available to it, and may suspend the individual's certification and/or membership until: (a) the relevant Body has made a final determination regarding the NASP member's or NCSP's state license, certification, or registration; or (b) the EPPB conducts its own investigation of the NASP member or NCSP pursuant to these Rules and Procedures, and a final action is issued by the EPPB or the Appeals Committee. This provision does not require the EPPB to open an investigation. Such decision shall be made on a case by case basis in the EPPB's sole discretion.
 2. 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 shall be considered in connection with a new complaint.
 3. When a matter related to a complaint has been or is presently before another regulatory body or legal entity, the EPPB may, at its discretion, either proceed with or postpone an investigation.
 4. When the EPPB receives two or more complaints about a member, the EPPB may decide to investigate them simultaneously. If the EPPB investigates cases simultaneously, reasonable attempts will be made to protect the confidentiality interests of all parties.
 5. While investigating a complaint, the EPPB will not consider a complaint from the respondent against the complainant. After a complaint is resolved, the EPPB may consider countercharges by a respondent.
 6. If significant new evidence comes to the attention of the EPPB after a final decision has been made, the EPPB has the discretion to reopen the case if *all* of the following criteria are met: (a) the evidence could not have been brought to the attention of the EPPB before the final decision was made, (b) the evidence was provided in a timely manner following its discovery, and (c) the evidence could have a substantial impact on a different disposition of the case.
- H. Referrals From the NSPCB and the Membership Committee
The EPPB serves in an advisory capacity to the NSPCB in matters involving initial eligibility for certification and to NASP's Membership Committee regarding initial applications for membership.
- I. Reapplication of Terminated Members and NCSPs
1. The EPPB has jurisdiction over the reapplication of a NASP member whose membership has been revoked or an NCSP whose credential has been revoked.
 2. It is incumbent on a former NASP member who is reapplying for membership or an NCSP who is reapplying for certification to demonstrate to the EPPB's satisfaction that they have completed any required remedial actions previously imposed by the EPPB and/or other regulatory bodies.
- J. Reinstatement of Probationary Members
1. As presented in Section VII the EPPB may require that a member or NCSP engage in various remedial or educational activities as part of a disposition.

2. When a probationary member has completed all dispositional requirements and any required probationary period has expired such member or NCSP shall be reinstated. In the event the member/NCSP has not met the dispositional requirements by the end of the probationary period, the case shall be returned to the EPPB for further review and possible sanctions.

Procedures were adopted on the following dates:

December, 2007 (NASP Executive Council)

July, 2014 (NASP Board of Directors)

September, 2018 (NASP Board of Directors)

A digital version of these procedures is available at www.nasponline.org/ethics.

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