



North Carolina Association of Zoning Officials Certification Maintenance Code of Ethics

This code is a guide to outline ethical conduct by North Carolina Association of Zoning Officials (NCAZO) members required by the Board of Directors and Certification Committee of the NCAZO. The Code's standards of behavior provide a basis for adjudicating any charge of unethical conduct by a participant in the Zoning Certification Course or reporting of certification maintenance credits. The principles of the Code derive both from the general values of society and from the Zoning Officials charge and responsibility to serve the public interest. The Certification Committee of the NCAZO, as appointed by the Board of Directors, shall have the power to refuse or revoke the certification of any person who:

- 1) Has obtained certification through fraud, deceit, or perjury, or:
- 2) Has, in an unauthorized manner, requested or received information concerning a past or current exam, or otherwise received unauthorized assistance prior to or during the certification exam, or:
- 3) Has copied information, collaborated with others, engaged in plagiarism, or otherwise engaged in cheating in conjunction with the certification exam or any prerequisite course, or:
- 4) Has misrepresented the reporting of their own or another member's certification maintenance credit hours, or:
- 5) Has knowledge of and fails to report any other member's violation of the foregoing standards.

ETHICS PRINCIPLES

- A. Each participant agrees that they shall conduct activities in a manner that will reflect credit upon themselves, other professional zoning officials, the North Carolina Association of Zoning Officials, and their employing agency. Although a CZO may not need an entire eight (8) credit hours, it shall be the responsibility of the member to truthfully report only on the session hours he/she attends.
- B. Each participant agrees that they shall conform in all respects to the Code of Ethics and the Bylaws of the NCAZO as the same may be amended from time to time.



North Carolina Association of Zoning Officials Certification Maintenance Code of Ethics

- C. Each participant must accurately represent professional qualifications and education at all times.
- D. Each participant shall observe the confidentiality of information available to him or her through any source, as it relates to the Certification Course and Exam.
- E. Each participant agrees that they will cooperate with the NCAZO, the Certification Committee and its officers in all matters including but not limited to the investigation of an alleged violation of this Code of Ethics.

REPORTING AND CERTIFICATION MAINTENANCE

In order for certification maintenance hours to be considered and applied to a certified zoning official's record, the following shall be met:

1. Certified Zoning Officials shall be active members, in good standing with the NCAZO Association, and;
2. Certified Zoning Officials shall conform to and agree to the manner in which reporting is necessary via the current best available means, and;
3. Certified Zoning Officials shall not have had their certification removed at the time of credit maintenance hour reporting.
4. Credit Maintenance hours shall be reported within 30 days from the last day of the event in which CM hours are being credited.
5. Credit Maintenance hours shall be reported at least 30 days prior to a CZO's termination deadline.