



CET™ Code of Ethics

Every certification candidate is required to sign a document attesting that he or she will follow the NAEC Code of Ethics. NAEC Code of Ethics is as follows:

CET Code of Ethics: In studying to become a NAEC certified elevator technician, studying to renew my certification and working as a NAEC certified elevator technician, I understand and agree to follow all elements of the NAEC Code of Ethics as follows:

- Providing falsified or misleading information related to my certification application or renewal constitutes good and sufficient grounds for the immediate cancellation of my certification.
- Cheating or receiving help of any type not authorized by the NAEC on any examination or test constitutes good and sufficient grounds for the immediate cancellation of my NAEC certification.
- Releasing confidential examination materials or participating in fraudulent test taking practices constitutes good and sufficient grounds for the immediate cancellation of my NAEC certification.
- Providing falsified or misleading information on work-related documents, reports, and logs while working as a candidate constitutes good and sufficient grounds for the immediate cancellation of my certification.
- Failing to follow related industry codes, standards, local and federal laws related to my work-related duties, and company work rules constitutes good and sufficient grounds for the immediate cancellation of my certification.
- Failing to provide notification within 30 days if I become incapable of performing the full scope of duties, or incapable of fulfilling the requirements of the certification.

CET-S Code of Ethics: In carrying out the responsibilities of a CET-S in addition to the above, I understand and agree to follow all elements of the NAEC CET-S Code of Ethics as specified in the following:

- Ensure that every candidate under my charge is dealt with in a fair and unbiased manner.
- Ensure that the confidentiality of every CET® candidate under my charge is protected and that personal and CET® program progress information will only be provided to the management of the sponsoring company and supervisors required to know to properly conduct their jobs.
- Ensure that CET® program assessments and examinations of every CET® under my charge are properly proctored and that verification by legal identification with pictures is provided to the proctor before the respective CET® candidate takes each assessment and examination. In the case of the CET® program, proper proctoring means that the CET® candidate will not be permitted to use books, notes, or any other information during the examinations and that no one is permitted to help or coach the CET® candidate during the examinations. Also, there will be at least one company employee in the same room with the CET® candidate during the entire assessment and examination process.
- Ensure that the skills verification for every CET® candidate under my charge is signed off only by a qualified CET® and that verification by legal picture identification is provided to the CET® who will be conducting skills verification for the respective CET® candidate.
- Notify my employer and the NAEC if I have witnessed, or have reason to believe, that an individual has obtained CET® candidate status, CET®, or CET-S certification under false pretenses.
- To act in a professional manner when conducting CET-S responsibilities.

I understand that NAEC is the owner of the CET™ Certification, if I fail to follow the approved uses of certification program, logos, rules, or requirements, this will result in the issuance of a cease-and-desist letter from NAEC that will revoke my NAEC certification or candidate status. If my Certification status is revoked, withdrawn, or suspended, I am required to return my CET™ Certification card and no longer be authorized to use the CET™ certified status, or logo.

Signature:	Date:
Printed First and Last Name:	