

ACVREP

Academy for Certification of Vision
Rehabilitation & Education Professionals



CERTIFIED ORIENTATION AND MOBILITY SPECIALIST® (COMS®) ELIGIBILITY APPLICATION

Please Do Not Duplicate

Revised May 2010

Orientation and Mobility Specialist Eligibility Application Form

Last Name: _____ First Name: _____

Middle Initial: _____ Maiden/Other Name: _____

Address: _____

City: _____ State/Province: _____ Postal Code: _____

Country: _____

Work phone: _____ Home phone: _____

Fax: _____ E-mail: _____

EDUCATIONAL HISTORY

Bachelor's Degree: Major: _____

Institution: _____ Completion Date: _____

Secondary Diploma (Non-U.S. Candidates Only): _____

Institution: _____ Completion Date: _____

Master's Degree: Major: _____

Institution: _____ Completion Date: _____

Advanced Degree: Major: _____

Institution: _____ Completion Date: _____

Certificate only Program: Major: _____

Institution: _____ Completion Date: _____

Please Note: U.S. Candidates must hold a minimum of hold a Bachelor's degree to apply for certification. Non-U.S. Candidates must have a Bachelor's degree (or equivalent, as verified by an independent credentialing body) or post-secondary diploma to apply for certification). Please refer to the eligibility criteria on page 5 to assess the appropriate category under which you should apply and the documents that you will need to complete and submit with this application.

Please check the category under which you are applying:

Category 1 _____

Category 2 _____

Application Process

1. Download the COMS Eligibility Application from the ACVREP website at www.acvrep.org. Applicants for certification may also request the COMS Eligibility Application from the ACVREP office, 3333 N. Campbell Ave., Suite 2, Tucson, AZ, 85719 or call 520.887.6816 (ext. 222).
2. When the application is completed, it should be mailed back to the ACVREP office with the appropriate fee.
3. The initial application process has four steps:
 - A) Complete the COMS Eligibility Application and required forms. Once the forms are completed, mail the application with required documentation and payment to the ACVREP office. ACVREP staff will review the application to assess your eligibility to sit for the certification exam. If necessary, ACVREP staff will consult with the COMS Certification Committee in the determination of applicant eligibility.
 - B) Once you are found eligible to sit for the ACVREP Orientation and Mobility Specialist Certification Examination, your status classification will be modified from “applicant” to “candidate.” Upon achieving “candidate” status, ACVREP will provide you with the Examination Registration Form. The Examination Registration Form provides directions on how to create your “test taker account” within ACVREP’s online testing portal. As a candidate, you may at this time create your “test taker account.” However, you will not be able to schedule the exam (location, date, or time) until ACVREP has provided you with a voucher number to complete the process. This unique voucher number is valid for only one (1) administration of the certification exam.

The Examination Registration Form must be completed and returned to ACVREP with payment. Once the completed Examination Registration Form and payment are received by ACVREP, a voucher number will be provided to you via e-mail. You will utilize the voucher number provided by ACVREP to complete the online exam scheduling process. It is expected by ACVREP that you will not share information regarding the exam registration/scheduling process (i.e. registration website address, login information, passwords, or voucher numbers) with any other individual. If you are found to have shared such information, you may face disciplinary action jeopardizing your eligibility to sit for the certification exam and/or to obtain ACVREP certification.

Please note: Applicants are required to submit the Examination Registration Form within one (1) year after submitting their eligibility application. For example, if an applicant submits an eligibility application on June 1st, s/he will need to submit an Examination Registration Form, with payment of the exam fee, prior to June 1st of the following year. If the candidate does not submit the Examination Registration Form within the one (1) year timeframe, s/he must reapply for eligibility.

- C) Take the certification exam at a KRYTERION High-stake Secure Testing (HOST) location. There are hundreds of locations available to you for your convenience. Upon

completion of the certification exam, you will receive the results of your exam immediately. ACVREP is notified of your exam results within one (1) business day.

Please note: A rescheduling fee will be charged if an exam is canceled by a candidate after the acceptable cancellation deadline as specified by ACVREP and/or its testing contractor.

D) Upon successful completion of the certification exam, ACVREP will provide you the Application for Certification via e-mail within five (5) business days. You must then complete and submit this application to the ACVREP office with payment.

4. It is the responsibility of the ACVREP staff to check each application packet to see that it is complete. If it is not complete, the applicant will be notified via email and/or phone and requested to provide the required information to complete the application packet.
5. Applications for Certification will be due to the ACVREP office by the first of March, June, September, and December.
6. Applications for Certification will be reviewed and a quarterly certification roster will be submitted to the ACVREP Board of Directors for review and approval by March 10th, June 10th, September 10th, and December 10th.
7. Upon the majority approval by the ACVREP Board of Directors, certificates will be issued with the respective expiration dates of March 31st, June 30th, September 30th, and December 31st. Certificates will be distributed via U.S. Postal Service ground mail within five (5) business days following Board Approval of the quarterly certification roster.
8. Certification will be issued for five years. Once certification is issued, your status will be modified from “candidate” to “certificant.”

Certified Orientation and Mobility Specialist (COMS®) Certification Eligibility Criteria

Category 1:

Eligibility to sit for the certifying examination:

For U.S. Candidates

- Proof of a minimum of a Bachelor's degree from an accredited university or college with an emphasis in Orientation and Mobility.

For Non-U.S. Candidates

- Proof of a Bachelor's degree (or equivalent, as verified by an independent credentialing body) or post-secondary diploma from an accredited university or college with an emphasis in Orientation and Mobility.

Supporting documentation required (for U.S. and Non-U.S. candidates): Official transcripts documenting the degree.

For All Candidates

- In conjunction with the university program, successful completion of 350 hours of “discipline specific, supervised practice that includes, but is not limited to, direct service hours, and related phone calls, meetings, observations, report writing, etc.” The practice must be supervised by an onsite COMS.

Supporting documentation required:

1. Clinical Competency Evaluation Form completed and signed by the on-site COMS practice supervisor (see **Appendix A** in the COMS Eligibility Application).

Please note: Applicants completing multiple internships in order to meet the minimum hour or competency requirements must submit a Clinical Competency Evaluation Form for all internships completed, signed by the on-site COMS practice supervisor(s).

2. If the COMS practice supervisor is offsite, the “COMS Off-Site Supervision Contract” must also be completed, signed by the off-site COMS supervisor, the on site O&M supervisor, and COMS applicant, and approved by the ACVREP office prior to the practice taking place (see **Appendix D** in the COMS Eligibility Application).
- Sign the Statement of Endorsement agreeing to uphold high ethical and professional standards and the Statement of Integrity (see COMS Eligibility Application).

Eligibility for ACVREP COMS® certification:

1. Pass the ACVREP Orientation and Mobility Certification Examination demonstrating knowledge of O&M principles and applications.
2. Approval by the ACVREP Board of Directors.

Category 2:

Eligibility to sit for the certifying examination:

For U.S. Candidates

- Proof of a minimum of a Bachelor's degree from an accredited university or college in any field of study and proof of completion of an Orientation and Mobility certification preparation program from an accredited university or college that meets the following 13 core domain areas (also see Section 3 – O&M Body of Knowledge):
 1. Know Professional Information
 2. Understanding Relevant Medical Information
 3. Understand and Apply Learning Theories to O&M
 4. Plan and Conduct O&M Assessment
 5. Plan O&M Programs
 6. Teach O&M Related Concepts
 7. Teach Orientation Strategies and Skills
 8. Teach Mobility Skills
 9. Teach Use of Senses
 10. Teach Consumers who have Additional Disabilities
 11. Teach Diverse Consumers
 12. Analyze and Modify Environment
 13. Know the Psychosocial Implications of Blindness and Visual Impairment

For Non-U.S. Candidates

- Proof of a minimum of a Bachelor's degree (or equivalent, as verified by an independent credentialing body) or post-secondary diploma from an accredited university or college in any field of study and proof of completion of an Orientation and Mobility certification preparation program from an accredited university or college that meets the following 13 core domain areas (also see Section 3 – O&M Body of Knowledge):
 1. Know Professional Information
 2. Understanding Relevant Medical Information
 3. Understand and Apply Learning Theories to O&M
 4. Plan and Conduct O&M Assessment
 5. Plan O&M Programs
 6. Teach O&M Related Concepts
 7. Teach Orientation Strategies and Skills

8. Teach Mobility Skills
9. Teach Use of Senses
10. Teach Consumers who have Additional Disabilities
11. Teach Diverse Consumers
12. Analyze and Modify Environment
13. Know the Psychosocial Implications of Blindness and Visual Impairment

Supporting documentation required (for U.S. and Non-U.S. Candidates): Official transcripts documenting the degree showing completion of the orientation and mobility certification preparation program.

1. Completion of the O&M Core Domain Area Chart (see **Appendix B** in the COMS Eligibility Application), demonstrating where each core domain has been met in their coursework (include course numbers and titles); and course catalogue descriptions or course syllabi.

Please note: The applicant may meet a maximum of two of the 13 core domain areas through alternative learning activities (e.g., continuing education courses).

2. O&M Alternative Learning Approval Form (see **Appendix C** in the COMS Eligibility Application). The applicant needs to complete this form and submit it with the eligibility application.

For All Candidates

- In conjunction with the university program, successful completion of 350 hours of “discipline specific, supervised practice that includes, but is not limited to, direct service hours, and related phone calls, meetings, observations, report writing, etc.” The practice must be supervised by an onsite COMS.

Supporting documentation required:

1. Clinical Competency Evaluation Form completed and signed by the on-site COMS practice supervisor (see **Appendix A** in the COMS Eligibility Application).

Please note: Applicants completing multiple internships in order to meet the minimum hour or competency requirements must submit a Clinical Competency Evaluation Form for all internships completed, signed by the on-site COMS practice supervisor(s).

2. If the COMS practice supervisor is offsite, the “COMS Off-Site Supervision Contract” must also be completed, signed by the off-site COMS supervisor, the on site O&M supervisor, and COMS applicant, and approved by the ACVREP office prior to the practice taking place (see **Appendix D** in the COMS Eligibility Application).
- Sign the Statement of Endorsement agreeing to uphold high ethical and professional standards and the Statement of Integrity (see COMS Eligibility Application).

Eligibility for ACVREP COMS® certification:

1. Pass the COMS Specialist certification exam demonstrating knowledge of O&M principles and applications.
2. Approval by the ACVREP Board of Directors.

APPENDIX A

CLINICAL COMPETENCY EVALUATION FORM

Applicant Name: _____

Name of Agency/School: _____

Name of COMS Supervisor: _____

Name of On-Site Supervisor (if applicable): _____

Dates of O&M Clinical Practice: **From** _____ **To** _____

Each of the following minimal competencies must be met during a minimum of 350 hours of discipline-specific supervised practice (e.g., internship(s) or student teaching in conjunction with the university program), under the supervision of an on-site COMS, as part of the ACVREP certification requirements. This evaluation form must be submitted with the application for certification. (It is strongly recommended that applicants for certification demonstrate clinical competence with various populations of individuals with blindness and low vision, including children, adults, and individuals with multiple disabilities.)

#	IV. Description of Clinical Competency	Met	Not Met
	COMMUNICATION AND PROFESSIONAL RELATIONSHIPS		
1	Candidate is able to establish and maintain effective communication and professional relationships with students, families, colleagues, and supervisors, including individuals from culturally and linguistically diverse backgrounds.		
	O&M ASSESSMENT		
2	Candidate is able to plan and conduct individualized comprehensive O&M assessments, synthesize the findings in a professionally written report, and communicate results with students, families, and members of the individualized intervention/education/rehabilitation team, as appropriate.		
	INSTRUCTIONAL PLANNING		
3	Candidate is able to plan for individualized O&M instruction through the:		
3a	Review and interpretation of relevant records and reports.		
3b	Selection and preview of potential training areas (e.g., home, school, work or community).		
3c	Design and/or procurement of instructional materials and appropriate devices (with appropriate medical consultation regarding optical devices).		
3d	Provision of accurate information regarding options for mobility systems (e.g., long cane, dog guide, electronic travel devices) to the student and his/her family so that s/he can make informed choices regarding the most appropriate option for a given time.		
3e	Collaboration with the student, his/her family, and colleagues to develop appropriate goals and behavioral objectives, and development and sequencing of individual lessons based on the student's abilities, needs, and goals.		

	INSTRUCTION		
4	Candidate is able to effectively teach and reinforce the following elements of O&M instruction across a range of environments (such as indoor, residential, and light business):		
4a	Concepts related to independent movement and orientation (such as body, laterality, directionality, spatial, environmental, and time-distance).		
4b	Mobility techniques, including, but not limited to, basic skills, cane skills, adapted mobility devices, route travel, street crossings, and the use of public and other transportation systems.		
4c	Orientation skills, including, but not limited to, use of cognitive processes; landmarks; cardinal directions; room, store, and community familiarization; address system; independent information gathering; route planning; and maps.		
4d	Use of low vision in maintaining safe and independent movement and orientation (such as the use of non-optical devices, use of optical devices in conjunction with eye care professionals, use of visual skills, and incorporating vision use with cane or other mobility systems).		
4e	Use of remaining senses (other than vision) in maintaining safe and independent movement and orientation (such as the use of auditory skills, reflected sound, tactile recognition, proprioceptive and kinesthetic awareness).		
	MONITORING AND SAFETY		
5	Candidate is able to effectively monitor orientation and mobility skills, recognize potentially dangerous situations, and intervene as appropriate to ensure student safety.		
	FACILITATING INDEPENDENCE		
6	Candidate is able to facilitate student independence and problem solving ability across a variety of travel situations, in familiar and unfamiliar environments.		
	PROFESSIONALISM		
7	Candidate demonstrates professional conduct consistent with the Code of Ethics for Orientation & Mobility Specialists, finds and accesses appropriate resources, keeps on-time scheduling, and follows and maintains appropriate record keeping and reporting procedures.		

Comments:

I, the undersigned, verify that the applicant has met the above competencies as indicated under my supervision. ***I also verify that the applicant has completed a _____ hour O&M internship under my supervision.***

Signature of Supervising COMS Supervisor

Date

Signature of On-Site Supervisor (if applicable)

Date

Signature of Applicant

Date

APPENDIX B

O&M CORE DOMAIN AREA CHART

O&M CORE DOMAIN AREA	UNIVERSITY WHERE COMPLETED	COURSE NUMBER	COURSE TITLE	ALTERNATIVE LEARNING (ATTACH ALTERNATIVE LEARNING APPROVAL FORM)	COMMENTS
1. Know Professional Information					
2. Understanding Relevant Medical Information					
3. Understand and Apply Learning Theories to O&M					
4. Plan and Conduct O&M Assessment					
5. Plan O&M Programs					
6. Teach O&M Related Concepts					
7. Teach Orientation Strategies and Skills					
8. Teach Mobility Skills					

9. Teach Use of Senses					
10. Teach Consumers who have Additional Disabilities					
11. Teach Diverse Consumers					
12. Analyze and Modify Environment					
13. Know the Psychosocial Implications of Blindness and Visual Impairment					

APPENDIX C

O&M ALTERNATIVE LEARNING PRE-APPROVAL FORM

A maximum of two O&M core domain areas may be met through approved alternative learning activities. Indicate which domain area(s) were met through alternative learning activities, where the activities have been or will be completed, describe the activities, and attach evidence of completion for certification committee consideration.

O&M CORE DOMAIN AREA	ALTERNATIVE LEARNING	WHERE ALTERNATIVE LEARNING ACTIVITIES WERE COMPLETED	DESCRIPTION (Attach evidence of completion of activity)	COMMENTS
1. Know Professional Information				
2. Understanding Relevant Medical Information				
3. Understand and Apply Learning Theories to O&M				
4. Plan and Conduct O&M Assessment				
5. Plan O&M Programs				
6. Teach O&M Related Concepts				
7. Teach Orientation Strategies and Skills				

8. Teach Mobility Skills				
9. Teach Use of Senses				
10. Teach Consumers who have Additional Disabilities				
11. Teach Diverse Consumers				
12. Analyze and Modify Environment				
13. Know the Psychosocial Implications of Blindness and Visual Impairment				

APPENDIX D

ACVREP PROVISION FOR OFF-SITE SUPERVISION OF O&M STUDENTS AND OFF-SITE SUPERVISION CONTRACT

Provision for Off-Site Supervision of O&M Students

Direct on-site supervision by an ACVREP Certified Orientation and Mobility Specialist® (COMS®) of the 350 hours of practice in O&M is the preferred means of supervision. However, circumstances may exist where providing such supervision would be difficult or unrealistic for an O&M student or cohort of students (hereafter referred to as “applicant(s)”). University personnel preparation programs may apply for an exemption to the on-site COMS supervision requirement for applicant(s) who face similar hardships. The request for this exemption must be facilitated through the “Off-Site Supervision Contract” documented to be completed by the identified Off-Site COMS® Supervisor, the on-site O&M supervisor, a representative of the university personnel preparation program, and the applicant. In completing the “Off-Site Supervision Contract”, please:

1. Describe, in detail, the hardship that makes the possibility of on-site COMS supervision difficult or unrealistic for the applicant(s). Describe efforts that have been made to secure on-site supervision by a COMS and why those efforts have not been successful. For example, the difficulty might arise from a lack of available individuals who hold the COMS certification in the geographical area or country that the student would normally have the internship.
2. For each applicant, identify the COMS Off-site Supervisor. The off-site COMS must:
 - Be responsible for the monitoring of the program and the supervising of the local O&M supervisor regarding this internship.
 - Be in regular contact with the on-site supervisor, the intern, and university personnel. At least one on-site visit is required.
 - Review in a timely manner all written material generated and required of and by the on-site supervisor and the applicant.
 - Sign the ACVREP COMS Off-Site Supervision Contract (please see ACVREP COMS Eligibility Application).
 - Complete (with the O&M On-Site Supervisor) and sign the ACVREP O&M Clinical Competency Evaluation Form at the end of the 350 hour internship.
3. For each applicant, identify the local O&M supervisor providing the on-site supervision and describe his or her qualifications on the “Off-Site Supervision Contract” document, ensuring that all the criteria listed below are met. The local O&M supervisor must:
 - Hold a level of education that the university has ascertained as sufficient to serve in this capacity. ACVREP recommends a minimum of a Bachelor’s degree (or foreign equivalent or post-secondary diploma if educated outside the U.S.), with an emphasis in Orientation and Mobility (O&M), from an accredited university or college. If the training of the local O&M supervisor were not university based, describe the training.
 - Be active in the field by having provided at least 100 hours of direct instruction in Orientation and Mobility in the past twelve months.

- Have the equivalent of three (3) years of full time direct service provision in Orientation and Mobility as evidenced by a signed statement from the individual's employer. Please attach letter to the "Off-Site Supervision Contract".
- Sign the ACVREP COMS Off-Site Supervision Contract (please see ACVREP COMS Eligibility Application).
- Complete (with the COMS Off-Site Supervisor) and sign the ACVREP O&M Clinical Competency Evaluation Form at the end of the 350 hour internship.

4. The applicant must:

- Be responsible for fulfilling the requirements of the internship as specified by the university program.
- Sign the ACVREP COMS Off-Site Supervision Contract (please see ACVREP COMS Eligibility Application).
- Sign the ACVREP O&M Clinical Competency Evaluation Form at the end of the 350 hour internship.

If the COMS internship supervisor is offsite, an "Off-Site Supervision Contract" must be completed and signed by the COMS off-site supervisor, O&M on-site supervisor, and the applicant prior to the practice taking place. ACVREP must review and approve the Off-Site Supervisor Contract in advance of initiating the offsite COMS supervised internship.

COMS OFF-SITE SUPERVISION CONTRACT

(Required if COMS Practice Supervisor is Off-Site)

COMS Applicant's Name: _____

Address: _____

City: _____ **State/Province:** _____

Postal Code: _____ **Country:** _____

Work phone: _____ **Home phone:** _____

E-mail: _____ **Fax:** _____

COMS applicant's place of clinical practice (name of agency, address, phone number):

If the terms of the contract will be delivered through additional agencies, please provide the names, addresses, and phone numbers of the agencies.

Name of COMS Off-Site Supervisor: _____

COMS off-site supervisor's place of employment (name of agency, address, phone number):

Name of University Representative (if not COMS off-site supervisor):

University Program (name of university, address, contact phone number):

Has the On-Site O&M Supervisor provided a minimum of 100 hours of direct instruction in Orientation and Mobility in the past 12 months?

Yes _____

No _____

Brief description of clinical practice activities:

Projected start date: _____ **Projected date of completion:** _____

Total anticipated number of direct observation hours by the COMS off-site supervisor:

Total anticipated number of supervisory/technical assistance hours: _____

Comments: _____

Statement of Understanding (COMS Off-Site Supervisor)

I do hereby affirm that all of the information submitted on this form is true and correct to the best of my knowledge. I further affirm that this provisional contract will be completed with integrity and honesty and in accordance with the ACVREP Orientation and Mobility Specialist Code of Ethics.

Signature of COMS Off-Site Supervisor: _____

Date: _____

Statement of Understanding (On-Site O&M Supervisor)

I do hereby affirm that all of the information submitted on this form is true and correct to the best of my knowledge. I further affirm that this provisional contract will be completed with integrity and honesty and in accordance with the ACVREP Orientation and Mobility Specialist Code of Ethics.

Signature of O&M On-Site Supervisor: _____

Date: _____

Statement of Understanding (COMS applicant):

I do hereby affirm that all of the information submitted on this form is true and correct to the best of my knowledge. I further affirm that this provisional contract will be completed with integrity and honesty and in accordance with ACVREP Orientation and Mobility Specialist Code of Ethics.

Signature of COMS Applicant: _____

Date: _____

For ACVREP office use only:

Approved by: _____

Approval date: _____

CODE OF ETHICS FOR O&M SPECIALISTS

PREAMBLE

Orientation and Mobility (O&M) Specialists recognize the significant role that independent movement plays in the overall growth and functioning of the individual and are dedicated to helping each individual attain the level of independence necessary to reach his or her full potential. Orientation and Mobility Specialists gather, develop, and utilize specialized knowledge in accomplishing this with all professions. The possession of specialist knowledge obligates the practitioner to protect the rights of the individuals who must avail themselves of the particular service. To assure the public of our awareness of this obligation, we commit ourselves to this Code of Ethics.

In order to fulfill this obligation, O&M Specialists pledge themselves to standards of acceptable behavior in relation to the following five (5) commitments:

1. Commitment to the Student;
2. Commitment to the Community;
3. Commitment to the Profession;
4. Commitment to Colleagues and Other Professionals; and
5. Commitment to Professional Employment Practices.

It is the responsibility of each O&M Specialist to adhere to the principles in the Code and encourage colleagues to do the same.

1. Commitment to the Student

- 1.1 The O&M Specialist will value the worth and dignity of each individual.
- 1.2 It is the responsibility of the O&M Specialist to strive at all times to maintain the highest standards of instruction.
- 1.3 The O&M Specialist will take all reasonable precautions to insure the safety of the student from conditions which interfere with learning.
- 1.4 The O&M Specialist will respect the confidentiality of all information pertaining to the student. He or she will not divulge confidential information about any student to any individual not authorized by the student to receive such information unless required by law or unless withholding such information would endanger the safety of the student or the public.
- 1.5 Before beginning instruction with the student, the O&M Specialist will make every attempt to obtain and evaluate information about the student which is relevant to the O&M instruction.
- 1.6 The O&M Specialist will respect the rights of the student and/or parent/guardian to participate in decisions regarding the instructional program.
- 1.7 Decisions regarding continuing or discontinuing instruction will be made with the student and will be based upon evaluation of the student's needs, abilities, and skills. The decisions will be made in the student's best interest, independent of personal or agency convenience.
- 1.8 The O&M Specialist will provide sufficient information regarding the various types of O&M guidance devices and will explore with the student which device will best meet specific needs.

- 1.9 The O&M Specialist will seek the support and involvement of the family and/or guardian in promoting the student's instructional goals and in advancing his or her continued success. This will include sharing information with the family that will facilitate the student's welfare and independence, but not communicating information that violates the principles of confidentiality.
- 1.10 The O&M Specialist will ask the consent of the student and/or guardian before inviting others to observe a lesson or before arranging to have the student photographed or tape-recorded.
- 1.11 The O&M Specialist will make all reports objective and will present only data relevant to the purposes of the evaluation and instruction. When appropriate, the O&M Specialist will share this information with the student.
- 1.12 The O&M Specialist will endeavor to provide individuals involved with the student sufficient knowledge, instruction, and experiences relative to O&M so as to facilitate the goals of the student.
- 1.13 The O&M Specialist will not dispense or supply O&M equipment unless it is in the best interest of the student.
- 1.14 The O&M Specialist will not allow consideration of personal comfort or convenience to interfere with the design and implementation of necessary travel lessons.
- 1.15 The O&M Specialist will be responsible for services to students who are referred and will provide adequate ongoing supervision when any portion of the service is assigned to interns or students teachers who are enrolled in O&M university programs, with the understanding that each individual will function under strict supervision.

2. Commitment to the Community

- 2.1 The student will not be refused service by the O&M Specialist because of age, sex, race, religion, national origin or sexual orientation.
- 2.2 The student shall not be excluded from service because of the severity of his/her disabilities unless it is clearly evident that he cannot benefit from the service. The O&M Specialist will attempt to influence decision making which establishes the rights of individuals to receive service.
- 2.3 The O&M Specialist will contribute to community education by defining the role of O&M in the community, by describing the nature and delivery of service, and by indicating how the community can be involved in the education and rehabilitation process.
- 2.4 The O&M Specialist will not engage in any public education activity that results in the exploitation of his/her students. Exaggeration, sensationalism, superficiality, and other misleading activities are to be avoided.

3. Commitment to the Profession

- 3.1 The O&M Specialist will seek full responsibility for the exercise of professional judgment related to O&M.

- 3.2 To the best of his or her ability, the O&M Specialist will accept responsibility, throughout his/her career, to master and contribute to the growing body of specialized knowledge, concepts, and skills which characterize O&M as a profession.
- 3.3 The O&M Specialist will interpret and use the writing and research of others with integrity. In writing, making presentations, or conducting research, the O&M Specialist will be familiar with and give recognition to previous work on the topic.
- 3.4 The O&M Specialist will conduct investigations in a manner that takes into consideration the welfare of the subject, and report research in a way as to lessen the possibility that the findings will be misleading.
- 3.5 The O&M Specialist will strive to improve the quality of provided service and promote conditions that attract suitable persons to careers in O&M.
- 3.6 The O&M Specialist will, whenever possible, support and participate in local, state, and national professional organizations.
- 3.7 The O&M Specialist will accept no gratuities or gifts of significance over and above the predetermined salary, fee, and/or expense for professional service.
- 3.8 The O&M Specialist will not engage in commercial activities that result in a conflict of interest between these activities and professional objectives with the student.
- 3.9 The O&M Specialist involved in development or promotion of O&M devices, books or other products, will present such products in a professional and factual way.
- 3.10 The O&M Specialist will report suspected and/or known incompetence, illegal or unethical behavior in the practice of the profession.
- 3.11 The O&M Specialist will strive to provide fair treatment to all members of the profession and support them when unjustly accused or mistreated.
- 3.12 Each member of the profession has a personal and professional responsibility for supporting the O&M code of ethics and maintaining effectiveness.

4. Commitment to Colleagues and Other Professionals

- 4.1 The O&M Specialist will engage in professional relationships on a mature level and will not become involved in personal disparagement.
- 4.2 The O&M Specialist will communicate fully and openly with colleagues in the sharing of specialized knowledge, concepts, and skills.
- 4.3 The O&M Specialist will not offer professional services to a person receiving O&M instruction from another O&M specialist, except by agreement with the other specialist or after the other specialist has ended instruction with the student.

- 4.4 When transferring a student, the O&M Specialist will not commit a receiving specialist to a prescribed course of action.
- 4.5 The O&M Specialist will seek harmonious relations with members of other professions. This will include the discussion and free exchange of ideas regarding the overall welfare of the student and discussion with other professionals regarding the benefits to be obtained from O&M services.
- 4.6 The O&M Specialist will not assume responsibilities that are better provided by other professionals who are available to the student.
- 4.7 The O&M Specialist will seek to facilitate and enhance a team effort with other professionals. In such situations where team decisions are made, the O&M Specialist will contribute information from his or her own particular perspective and will abide by the team decision unless the team decision requires that he or she act in violation of the code of ethics.

5. Commitment to Professional Employment Practices

- 5.1 The O&M Specialist will apply for, accept or offer a position on the basis of professional qualification and will act with integrity in these situations.
- 5.2 The O&M Specialist will give prompt notification of any change of availability to the agency or school where s/he has applied.
- 5.3 The O&M Specialist will give prompt notification of any change of availability or nature of a position.
- 5.4 The O&M Specialist will respond factually when requested to write a letter of recommendation for a colleague seeking a professional position.
- 5.5 The O&M Specialist will provide applicants seeking information about a position with an honest description of the assignment, conditions of work, and related matters.
- 5.6 The O&M Specialist will abide by the terms of a contract or agreement, whether verbal or written, unless the terms have been falsely represented or substantially changed by the other party.
- 5.7 The O&M Specialist will not accept positions where proven principles of O&M practice are compromised or abandoned, unless the position is accepted with the intention of amending or modifying the questionable practices and providing that they do not participate in the behavior which violates the code of ethics.
- 5.8 The O&M Specialist will adhere to the policies and regulations of the employer except where he or she is required to violate ethical principles indicated in this code. To avoid possible conflicts, the O&M Specialist will acquaint the employer with the contents of this code.
- 5.9 The O&M Specialist may provide additional professional service through private contracts, as long as these services remain of the highest quality and do not interfere with the Specialist's regular job duties.

- 5.10 The O&M Specialist will not accept remuneration for professional instruction from a student who is entitled to such instruction through an agency or school, unless the student, when fully informed of the services available, decided to contract privately with the Specialist.
- 5.11 The O&M Specialist will establish a fee for private contracting in cooperation with the contracting agency or school that is consistent with the reasonable and customary rate of that particular geographic region.
- 5.12 When providing additional service through private contracts, the O&M Specialist will observe the agency or school's policies and procedures concerning outside employment, including the use of facilities.