**WHAT IS DECLARATION OF PROFESSIONAL DOCUMENT ?**

 Declaration of professional document is the declaration of Professional Practice and Procedures for Behavior Analysts

A useful strategy for preventing ethical issues is to use a declaration document where everything in the open at the beginning of the professional relationship.
Declaration of Professional Practice and Procedures for Behavior Analysts involves the following;

(1) Areas of expertise
(2) Professional relationship, limitations, and risks
(3) Client responsibilities
(4) Code of conduct
(5) Confidentiality
(6) Appointments, fees, and emergencies
(7) Discussion, agreement, signatures, date and distribute

**Areas of Expertise**

(a) Tells the client who you are and what your credentials are.
(b) Provide basic academic information
- Where you got your degree, what was it in, what kind of degree (e.g., B.A., M.S., Ph.D.)
(c) Disclose your specialty area
- Boundaries of your training and expertise

**Professional Relationship, Limitations, and Risks**

1. What I do

- You explain your behavioral philosophy

- e.g., "I think most problem behavior is learned over time and maintained by consequences in the environment".

(b) How I work

- We don't make judgments about behavior - we try to understand it and modify it

- We will consult with you and explain everything in plain English

- We don't "cure problems" and we do not guarantee results

**Client Responsibilities**

1. What we expect them (the client) to do during the intervention process.

(b)We use data and will likely need them to collect data

(c) Clients need to "buy in" and be honest

- No sabotage, No faking data

(d) Information about medications

(e) Information about alternative therapies

(f) You need to provide 24-hours notice for cancellations

**Code of Conduct**

(a) Inform the client that we are bound by a code of conduct
(b) Offer to provide a copy of the Guidelines if they'd like.
(c) Establish that this is a professional relationship, not a personal one
-No gifts, No parties
(d) Clarifying our code up front may prevent hurt feelings later on in the relationship.

**Confidentiality**

(a) Discuss how you will protect confidentiality.
- e.g., "I won't share your information without your consent"
(b) Discuss the limits of confidentiality.
(c) Circumstances under which you will share info
- e.g., when provided written consent, you suspect abuse

**Appointments, Fees, and Emergencies**

(a) How will appointments be made
- Do they contact your office?
- Do they make the appointment with you directly?
(b) How much your services cost
(c) Who they should contact in case of an emergency.
- Should you give your cell phone number?

**Discussion, Agreement, Signatures, Date and Distribute**

(a) You talk about the document and make sure they agree to what is entailed.
(b) Sign it with them (should have a witness)
(c) Provide them with a copy and keep one for your records.