

**CERTIFIED PROBATE EXPERT**

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**CODE OF ETHICS**

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**WITHIN THE PROBATE PROFESSION**

**PROBATE  
MASTERY**  
empathy = generosity

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# PREAMBLE

## CERTIFIED PROBATE EXPERT CODE OF ETHICS



When providing services, the practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Service-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to practitioners who act in a wide variety of capacities, provides general principles, and provides specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, and/or populations with whom the practitioner works and interacts.

The practitioner supports and promotes high standards of professional practice, accepting the obligation to protect customers/clients, the public and the profession, and shall report perceived violations of the Code through established processes.

The Probate Mastery Code of Ethics establishes the principles and ethical standards that underlie the practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "Certified Probate Expert" (CPE). By accepting membership, all CPE's agree to abide by the Code.

# Principles & Standards



## Integrity

in personal and professional behaviors and practices



## Competence

and professional development in practice



## Professionalism

influencing the well-being of customers/clients and the community



## Social Responsibility

for local, regional, national, and global well-being



## Objectivity

by maintaining fairness and impartial honesty

# Integrity

in personal and professional behaviors and practices, CPE's shall:



## Disclose

any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.



## Comply

with all applicable laws and regulations, including obtaining/maintaining a state license or certification if required by law.



## Maintain

and appropriately use Certified Probate Expert credentials.

# Integrity

in personal and professional behaviors and practices, CPE's shall:



## Respect

intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).



## Provide

accurate and truthful information in all communications.



## Report

inappropriate behavior or treatment of a customer/client by another CPE practitioner or other professionals.

# Integrity

in personal and professional behaviors and practices, CPE's shall:



## Document

code, and bill to most accurately reflect the character and extent of delivered services.



## Respect

the customer/client's autonomy. Safeguard customer/client confidentiality according to current regulations and laws.



## Implement

appropriate measures to protect personal information by using appropriate techniques.

# Competence

and professional development in practice, CPE's shall:



01

Participate in and contribute to decisions that affect the well-being of customers/clients and the community.



02

Demonstrate in-depth knowledge of their role in the probate process.



03

Interpret, apply, and participate in and/or generate research to enhance practice, innovation, and discovery.



04

Make evidence-based decisions, taking into account the unique values and circumstances of the customer/client and community, in combination with the practitioner's expertise and judgement.

# Competence

and professional development in practice, CPE's shall:



05

Recognize and exercise professional judgement within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.



06

Act in a caring and respectful manner, mindful of individual, cultural, and ethnic diversity.



07

Practice within the limits of practitioners' scope and collaborate with the interprofessional team.



08

Continue to educate and implement new practices and updated laws.



# Professionalism

influencing the well-being of customers/clients and the community, CPE's shall:



## Respect

the values, rights, knowledge, and skills of colleagues and other professionals.



## Demonstrate

respect, constructive dialogue, civility, and professionalism in all communications, including social media.



## Refrain

from communicating false, fraudulent, deceptive, misleading, disparaging, or unfair statements or claims.

# Professionalism

influencing the well-being of customers/clients and the community, CPE's shall:



## Uphold

professional boundaries and refrain from romantic relationships with any customers/clients.



## Refrain

from verbal, physical, emotional, or sexual harassment.



## Contribute

to the advancement and competence of others, including colleagues, customers, clients, and the public.

# Social Responsibility

for local, regional, national, and global well-being, CPE's shall:



## Contribute

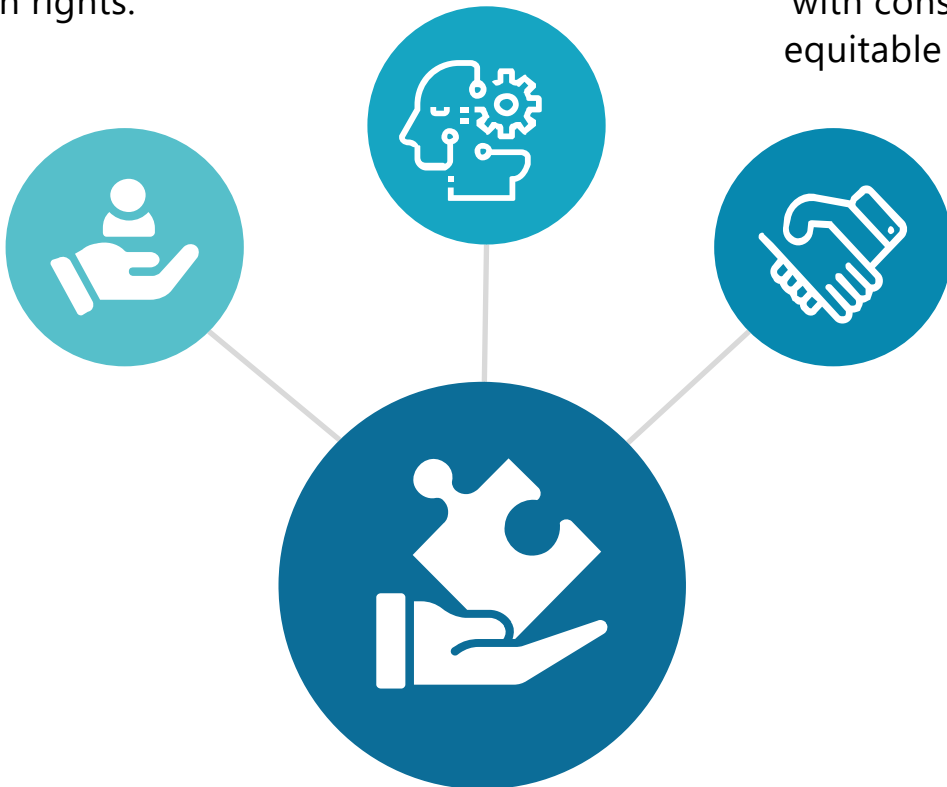
time and expertise to activities that promote respect, integrity, and competence of the profession.

## Promote

fairness and objectivity with consistent and equitable treatment.

## Collaborate

with others to protect human rights.



# Social Responsibility

for local, regional, national, and global well-being, CPE's shall:



## Seek

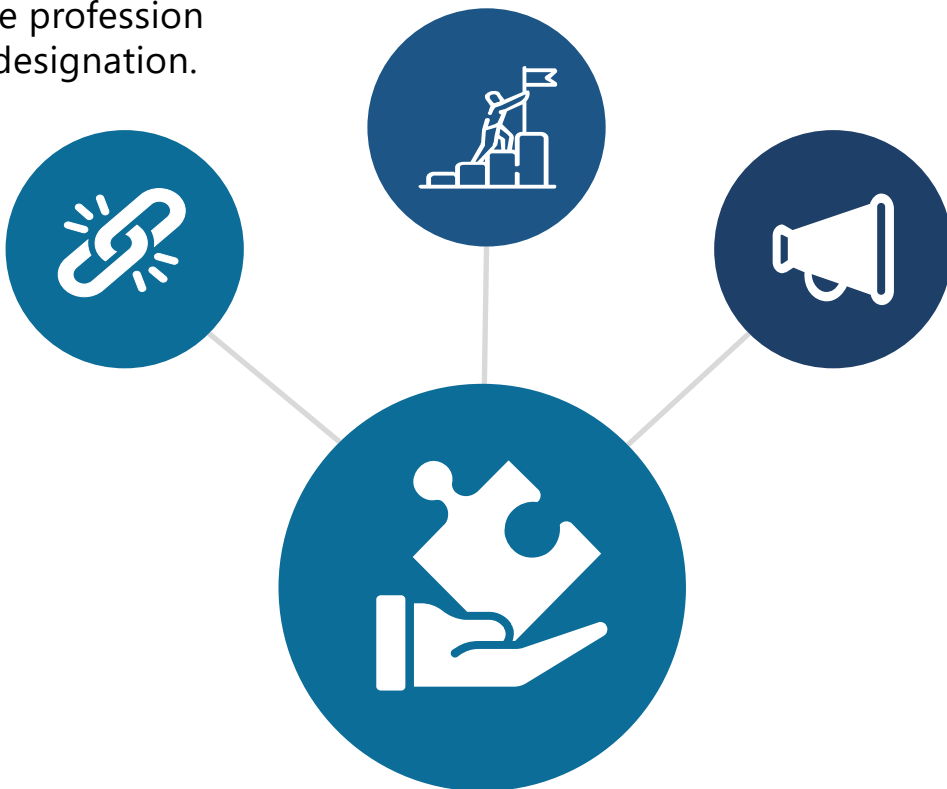
leadership opportunities in professional, community, and service organizations to add value to the probate process while protecting the public.

## Promote

the unique role of Certified Probate Expert practitioners.

## Engage

in service that benefits the community and enhances the public's trust in the profession and CPE designation.

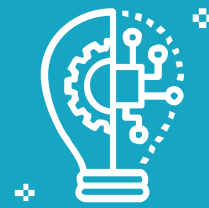


# Objectivity

by maintaining fairness and impartial honesty, CPE's shall:



Maintain fairness,  
impartial, and  
intellectual  
honesty.



Must not allow  
prejudice or bias,  
conflict of interest,  
or influence of  
others to override  
objectivity.

# Objectivity

by maintaining fairness and impartial honesty, CPE's shall:



When CPE has a conflict of interest, the CPE must disclose the conflict to those involved.



Inform customers/clients of the nature of any business connections, interests, or affiliates which could be viewed as affecting the CPE's judgment or impairing the objective quality of their services.

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**PROBATE  
MASTERY**

e m p a t h y = g e n e r o s i t y