



USCCA Instructor Code of Conduct

USCCA Instructors are expected to demonstrate excellence in conduct and ability.

Violating the USCCA Instructor Code of Conduct will result in suspension or termination of your USCCA Instructor Certification. You should not strive to achieve these requirements as your goal; rather, these should be viewed as the minimum requirements to maintain your USCCA Instructor Certification.

All USCCA Senior Training Counselors and USCCA Training Counselors are USCCA Instructors, and as such, it is understood that all of the requirements below apply to such USCCA Senior Training Counselors and USCCA Training Counselors.

- I agree that I will meet or exceed all state-mandated requirements, including, but not limited to, course content, duration, instructor-to-student ratio and course of fire. I understand that the failure to do so will result in immediate termination of USCCA Instructor Certification and removal from the USCCA Training Program.
- When advertising a course as a "USCCA" course or signing certificates bearing the USCCA logo, I agree that I will meet or exceed the requirements outlined in the USCCA course requirements and lesson plans. I agree that I will use the most updated slide deck (not the slide deck that uses the word "insurance" when describing USCCA membership benefits).
- I agree that I will always maintain a professional, comfortable and welcoming classroom. I will not engage in, or accept in my classroom, sexual harassment, demeaning behavior or discrimination on any basis.
- I agree that I will not represent myself as a USCCA employee or speak on behalf of the USCCA. I will always conduct myself in a respectful, ethical and moral way.
- I will always represent myself and my background, experience, credentials and skills in an honest manner, and I will not make any statement (written or otherwise) that is false, deceptive, misleading or fraudulent.

- I will be publicly supportive of the USCCA (including, but not limited to, the employees, the training curriculum, the membership benefits program, Official Partners, and my fellow USCCA Instructors), and I will refrain from publicly criticizing or slighting the USCCA, USCCA's programs, teaching styles, methods or content, or other USCCA Instructors.

- I will refrain from insulting or slandering (via social media, verbal or written communication, etc.) other Instructors' teaching styles, methods, or content. I will contact the USCCA Training Program if I believe that another USCCA Instructor is using incorrect or outdated information, and I will privately assist other Instructors rather than publicly demeaning them. I believe that my own public standing will be elevated by the ethical way in which I conduct my business and through my own teaching methods, content, and professionalism.

- As a USCCA Training Counselor, I shall not promote competitors of the USCCA or promote competitive products of the USCCA while conducting any USCCA Certified Instructor class. I understand that promote competitors of the USCCA or promoting a competitive product of the USCCA includes, but is not limited to, personally endorsing/promoting a USCCA competitor while identifying myself as a USCCA Training Counselor, having representatives of competing organizations presenting during any USCCA Certified Instructor class or displaying any signage or logos of organizations other than the USCCA while acting as a USCCA Training Counselor.

- I understand that although not encouraged, and looked on with disfavor, I am allowed to have USCCA competitors present information during classes I teach that utilize USCCA material but are not considered USCCA classes, to class participants. In the event I allow such competitors to present to any of my classes that utilize the USCCA materials, I shall also allow a USCCA Account Executive to present in that same class. *Note: This Code of Conduct governs your certification as a USCCA Instructor and is limited to actions, activities, and qualifications as a USCCA Instructor. This Code of Conduct does not affect, govern, replace, or supersede any other relationship (contractual or otherwise) you or your business might have with the USCCA or Delta Defense, LLC under any separate agreement or understanding.*

Disciplinary Standards

Receiving a USCCA Instructor Certification, USCCA Training Counselor Certification, or USCCA Senior Training Counselor Certification is a privilege that can be revoked or suspended by the USCCA, at its sole discretion, if the USCCA deems revocation or suspension to be appropriate. Suspension or revocation of USCCA Instructor Certification, USCCA Training Counselor Certification, or USCCA Senior Training Counselor Certification may result from (but not limited to) loss of any state credentials, violations of the USCCA Instructor Code of Conduct, violations of any policies or procedures of the USCCA Training Program, safety violations, ethics violations, criminal indictment or conviction, or actions which bring discredit to the USCCA, USCCA Training Division, or the USCCA Training Program.

Complaint Procedure

The USCCA shall investigate all written, credible reports of any violations of the USCCA Instructor Code of Conduct, breach of USCCA Training Program standards, or other behavior unbecoming of a USCCA Instructor, USCCA Training Counselor, or USCCA Senior Training Counselor ("Complaint"). If, upon initial review by USCCA Training Program staff, a Complaint appears to have merit, USCCA Training Program staff will investigate the Complaint (the "Investigation"). The USCCA shall conduct the investigation by gathering facts, statements, affidavits, and/or evidence in its sole discretion. USCCA Instructors, USCCA Training Counselors, and USCCA Senior Training Counselors agree to cooperate in any investigation, and a refusal to cooperate in an investigation may be used as a factual basis to establish a violation. Depending on the facts and circumstances of the Complaint, or if certain facts are discovered during an Investigation, the USCCA may suspend a USCCA Instructor's Certification, USCCA Training Counselor Certification, or USCCA Senior Training Counselor Certification before or during the Investigation in its sole and absolute discretion. Upon initiating the Investigation, USCCA Training Program staff will advise the USCCA Instructor, USCCA Training Counselor, or USCCA Senior Training Counselor of the Complaint, request that the USCCA Instructor, USCCA Training Counselor, or USCCA Senior Training Counselor respond to the Complaint in writing (the "Response") and advise the USCCA Instructor, USCCA Training Counselor, or USCCA Senior Training Counselor as to any initial suspension of the USCCA Instructor's, Training Counselors or Senior Training

Counselor's Certification. Upon receipt of the USCCA Instructor's, Training Counselor's, or Senior Training Counselor's Response, and upon conclusion of the Investigation, the USCCA will make a determination as to the Complaint (the "Determination"). The Determination shall include a brief statement of factual findings and any disciplinary measures imposed by the USCCA. The USCCA may clear, censure without suspension of Certification, suspend for a period of time, or revoke the USCCA Instructor's, USCCA Training Counselor, or USCCA Senior Training Counselor's Certification. The USCCA Instructor, USCCA Training Counselor, or USCCA Senior Training Counselor shall be informed of the USCCA's Determination in writing.

Disciplinary Action

In the event a USCCA Instructor's, Training Counselor's, or Senior Training Counselor's Certification is suspended, the suspended USCCA Instructor, Training Counselor, or Senior Training Counselor may not conduct any part of a USCCA course or issue USCCA certificates until the suspension is lifted, in writing by the USCCA. In the event the USCCA Instructor's, Training Counselor's, or Senior Training Counselor's Certification is revoked, the revoked USCCA Instructor, Training Counselor, or Senior Training Counselor may not conduct any part of a USCCA course, issue USCCA certificates, hold himself/herself out as a USCCA Instructor, USCCA Training Counselor, or USCCA Senior Training Counselor or use any USCCA Instructor Training Curriculum as the license to use such USCCA Instructor Training Curriculum is terminated upon revocation of USCCA Instructor, Training Counselor, or Senior Training Counselor Certification. A USCCA Instructor, Training Counselor, or Senior Training Counselor who is revoked may not order restricted USCCA materials or claim to be a USCCA Instructor, USCCA Training Counselor, or USCCA Senior Training Counselor.

Appeal

USCCA Instructors, Training Counselor, and Senior Training Counselor have the right to appeal any Determination, including any disciplinary action, suspension or revocation. Appeals may be made to the Director of the USCCA Training Division by filing an appeal, in writing, within 14 days of receipt of the USCCA's Determination. Appeals may be done in writing, or a USCCA Instructor, Training Counselor, or Senior Training Counselor may

request a hearing in person. The hearing in person shall be held within a reasonable time of the appeal being received by the USCCA Instructor Program.

Acknowledgment

I hereby represent that I have read and understood the above USCCA Instructor Code of Conduct, Disciplinary Standards, Complaint Procedure, Disciplinary Action, and Appeal Process and agree to be bound by the terms and conditions set forth therein. I understand that if my Certification is revoked, the limited license granted to me by the USCCA/Delta Defense, LLC to use any USCCA Instructor Curriculum is terminated.

Dated On: 07/16/2021

By: John A Sine Instructor