



# National Industry Standards for Homeownership Education and Counseling

## Code of Ethics and Conduct

### INSTRUCTIONS:

The Code of Ethics and Conduct is an essential component of the National Industry Standards for Homeownership Education and Counseling. It is required that a signed copy be kept on file within your office for each counselor listed in your organization profile, and made available upon request. It is important that counselors read, sign and agree to abide by the Code of Ethics and Conduct and the guidelines set forth in the National Industry Standards for Homeownership Education and Counseling.

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(Please fill out all fields below)

By checking this box (or signing below), I acknowledge that I have received and read the National Industry Standards Code of Ethics and Conduct for Homeownership Professionals and agree to adopt and adhere to the guidelines as outlined.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Web Site:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Save digital copies on a computer in your office:

1. Have each counselor read the Code of Ethics and Conduct guidelines and fill out this PDF form on the computer.
2. Make sure each counselor checks the signature box indicating that he/she has read and agreed to the guidelines.
3. Save and file each counselor's PDF form electronically.

**OR**

### Keep printed copies on file in your office:

1. Print out as many copies of the form as necessary and have each counselor read the Code of Ethics and Conduct guidelines and fill out the form.
2. Make sure each counselor signs the form indicating that he/she has read and agreed to the guidelines.
3. Keep the signed hard copies on file in your office.