

## Forms

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These forms can also be obtained by calling or writing to the InfoComm Certification Office at the address below.

# Code of Ethics and Conduct

Every candidate and audiovisual professional certified through the Certification Committee must adhere to the Certification Committee CTS Code of Ethics and Conduct.

When it is believed that a CTS®, CTS-D® or CTS-I® has violated this code, the first step is to complete the Professional Discipline Complaint Form in its entirety, sign it, and submit with any documentation to the InfoComm Certification Office. (see address below)

Upon receipt, the Ethics and Disciplinary Committee will determine whether an inquiry can be initiated under its authority. This committee will consider matters regarding possible violations of the CTS Code of Ethics and Conduct including falsification of applications.

The ethics and disciplinary process used will be governed by the Rules and Procedures of the Ethics and Disciplinary Committee.

The Ethics and Disciplinary Committee shall have the power to, but shall not be obligated to, investigate all allegations of unprofessional and unethical conduct that may be harmful to colleagues, the public, or that otherwise may be contrary to the objectives of the CTS Code of Ethics and Conduct, provided that such allegations are made in writing and are signed by the complainant.

If, during the course of its investigation, the committee determines that there may be additional violations of the code, the committee may investigate and reach appropriate findings regarding such additional violations within the Certified Technology Specialist Rules and Procedures Regarding Ethical and Professional Discipline Complaints.

The Ethics and Disciplinary Committee reports findings to the Certification Committee, publishes sanctions and shall also at least annually review the CTS Code of Ethics and Conduct and the Certified Technology Specialist Rules mentioned above to ensure that the integrity, professionalism and competency of those certified through the CTS program are suited to the needs of InfoComm International and the audiovisual profession.

Matters involving fraudulent use of the credential and/or trademark or copyright violations will be investigated and aggressively pursued by the Certification Committee and InfoComm International.

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Certification is not a guarantee for performance by certified individuals. Certified Technology Specialist (CTS) holders at all levels of certification have demonstrated audiovisual knowledge and/or skills. Certified individuals adhere to the CTS Code of Ethics and Conduct and maintain their status through continued education. Certification demonstrates commitment to professional growth in the audiovisual industry and is strongly supported by InfoComm.

All eligibility, application, score reports, special accommodation requests and general inquiries regarding InfoComm certification will be handled through the InfoComm International Certification Office, with headquarters located in Fairfax, VA, U.S.A. Purchases of education, membership or any other InfoComm services are not required to seek certification.

InfoComm International, Attn. Certification Office  
11242 Waples Mill Rd., Suite 200, Fairfax, VA 22030  
Phone: 1.800.659.7469 or +1.703.273.7200  
Fax: +1.703.691.2756  
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