



ASSOCIATION OF  
EDUCATIONAL  
THERAPISTS

# **AET Policy Manual**

(Revised 7.15.2024)

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## **ORGANIZATION INFORMATION**

### *About AET*

The Association of Educational Therapists (AET) is the national professional organization dedicated to defining the professional practice of educational therapy, setting standards for ethical practice, and promoting state-of-the-art service delivery through on-going professional development and training programs. AET provides information to the public about educational therapy and facilitates access to educational therapy services.

Educational therapists provide intensive, individualized educational interventions for children and adults with learning disabilities and other learning challenges such as dyslexia, ADHD, language processing problems, poor motivation, low academic self-esteem, performance anxiety and poor social, organizational, and/or study skills. Clients may include students needing appropriate school placement or adults needing workplace support.

Educational therapists are well versed in formal and informal assessment as well as a wide range of learning methods and strategies. They communicate with significant members of the client's world, including family members, teachers, other professionals, and employers, for the purpose of developing an understanding of the client's needs and appropriate ways to provide support.

### *Vision, Mission, and Core Values (Adopted September 26, 2022)*

The Association of Educational Therapists is an international professional organization for educational therapists providing leadership, certification, professional development, and resources to members, clients, allied professionals, and the public.

#### **Vision**

AET envisions a socially just world where all learners reach their potential, appreciate their unique abilities, and thrive.

#### **Mission**

The Association of Educational Therapists' mission is to benefit society by providing certification and training to members who serve individuals with learning challenges, advancing the profession of educational therapy worldwide, and establishing ethical standards for the practice of educational therapy.

#### **Core Values**

AET values:

- ethics, integrity, education, and training at the highest level throughout a member's professional career.
- communication and collaboration between members, clients, families, educators, and allied professionals, and fostering partnerships with universities, related organizations, and government agencies.
- inclusivity by embracing the uniqueness of all people and situations and welcoming each with care, trust, and consideration.

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- diversity and is committed to racial and social equity and justice.

### ***Bylaws (2017 Revision)***

The Bylaws of the Association of Educational Therapists constitute the primary governance document of the organization. The Bylaws vest the administrative powers of the organization in the Board of Directors. The name of the organization is in Article 1; offices are in Article II; definition of Education Therapists, Objectives and Purposes are in Article III. Other governance items are in articles IV and V, membership information in articles VI and VII, governing bodies in article VIII, committees in article IX, meetings in article X, and additional governance items are in articles XI, XII, XIII, and XIV. The Bylaws are posted on the public pages of the AET website, at [https://www.aetonline.org/images/ABOUT\\_Section/Governance\\_Docs/AET\\_Bylaws\\_Revised2017-2.pdf](https://www.aetonline.org/images/ABOUT_Section/Governance_Docs/AET_Bylaws_Revised2017-2.pdf)

### ***Non-Discrimination Policy (Adopted June 17, 2017)***

#### **Rationale**

AET has always been an inclusive organization that seeks to fulfill its mission and serve our members in a welcoming manner, including complying with all applicable laws. This longstanding policy should be stated clearly in writing.

#### **Policy**

AET shall not discriminate on the basis of race, color, religion, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis prohibited by applicable law in any of its activities or operations.

## **ADMINISTRATION**

### ***Contractual Agreements Policy (Revision Adopted January 27, 2017\*)***

#### **Policy**

Except in the case of an emergency, any contract entered into on behalf of the association must be approved by the Executive Committee before being signed by the President. In the case of an emergency, where the contract is clearly in the association's best interest, time is of the essence and time constraints make it impossible to obtain the approval of the Executive Committee in advance, the contract may be approved and signed by the President, President-Elect, or Executive Director and the Executive Committee immediately notified of the event.

\*Supersedes 5/21/2000 Adoption

### ***Policy on Policy (Adopted August 2020)***

#### **Rationale**

It is critical for the well-being of the Association that policies can be referenced in order to ensure consistent compliance.

#### **Policy**

It is the responsibility of the Governance Committee to record and preserve the policies of the Association.

### ***Registration of Educational Service and Trademarks Policy (Adopted August 25, 2020)***

#### **Rationale**

It is important that educational service and trademarks (BCET, ET/P, Educational Therapy Institute- ETI) be retained. Any changes must be approved by the Board.

#### **Policy**

Registration of AET's service and trademarks will be retained (BCET, ET/P, Educational Therapy Institute-ETI). Any changes in service or trademarks must be approved by the Board.

### ***Whistle Blower Policy (Adopted July 20, 2012)***

#### **Policy**

If any Board member (elected officer or director) or any member of AET reasonably believes that some policy, practice, or activity is in violation of the law, a written complaint must be filed by that member with the Executive Director and/or the Board President.

#### **Implementation Procedure(s)**

The support of all AET members is necessary to achieve compliance with various laws and regulations. All members are protected from retaliation only if the member brings the alleged

unlawful activity, policy, or practice to the attention of AET and provides AET with a reasonable opportunity to investigate and correct the alleged unlawful activity.

AET will not retaliate against an AET member who, in good faith, has made a protest or raised a complaint against some practice of AET that the member reasonably believes is a violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

### **Rationale**

The Governance Committee requested the Certification Board review the existing Certification Board Policy and write a Certification Board Policy reflecting current practices. The last certification documents included job descriptions, procedures, and policies. The document did not reflect current practices. The document needs to be revised and the Certification Board policy needs to be explicit – not including procedures.

### **Policy**

AET is the certifying body that establishes the qualifications for a Board Certified Educational Therapist (BCET) and identifies those individuals who meet those qualifications. The board is composed of the Certification Board Chair (voting), the AET President (voting), three past presidents (voting), 2 At-Large BCET Members (voting), the Case Study Coordinator (nonvoting), the Best Practices Exam Coordinator (nonvoting) and the President Elect (nonvoting). The board meets annually and as needed in the interim. The Board is semi-independent, reporting to the AET Board and AET President.

## **AWARDS AND VOLUNTEER RECOGNITION**

### ***Dorothy Ungerleider Founder's Award Policy (Revision Adopted June 15, 2025\*)***

#### **Rationale**

A revision of this award is needed to clarify eligibility for the award and to remove procedures from the actual award.

#### **Policy**

The Dorothy Ungerleider Award was established in 2003 in honor of AET's founder and first president, Dorothy Ungerleider, for her creative vision, initiative, and leadership. This award recognizes an individual who has made exceptional contributions to expand knowledge and visibility of the field of educational therapy. Membership in AET is not required. Nominations must be submitted by a member of the Board of Directors and approved by a majority vote of the Board of Directors. The award is announced at the Annual Conference.

\*Supersedes: July 20, 2012 adoption and June 10, 2023 revision

### ***Fellow of the Association of Educational Therapists(FAET) Policy (Revision Adopted June 15, 2025\*)***

#### **Rationale**

This designation was removed from the Bylaws (Article VI Membership, Section 9) because it was not a membership category. On June 17, 2017 a policy to establish the criteria for conferring the FAET honorary designation was adopted. The proposed policy provides additional clarification.

#### **Policy**

The honorary designation Fellow of the Association of Educational Therapists (FAET) may be awarded to a Board Certified Educational Therapist (BCET) or an Educational Therapist/Professional (ET/P) member who has demonstrated exceptional leadership on behalf of the Association and the profession. Nominations may be submitted by any BCET or ET/P member in good standing and must be approved by a majority vote of the Board of Directors. The Award is announced at the Annual Conference.

\*Supersedes June 17, 2017 revision, July 20, 2012 adoption, and 2003 establishment of award

### ***Nan Freund Distinguished Service Award Policy. (Revision Adopted June 10, 2023)***

#### **Rationale**

This award was established in 2020 to recognize and honor members who have given generous and exemplary service to the Association. It is named in honor of AET's eleventh president, Nan Freund, for her more than 30 years of service, unwavering commitment, and steadfast loyalty to the Association of Educational Therapists.



## **Policy**

The Nan Freund Distinguished Service Award honors a member who, after having served at least one full term on the Board of Directors, has demonstrated extraordinary time through service to multiple committees and shown dedication to the principles of educational therapy and the Association. Eligible members must have:

- maintained membership in AET for a minimum of 10 years,
- inspired others to promote the profession of educational therapy,
- supported or mentored colleagues and students of educational therapy,
- contributed extraordinary time and talent to the Association.

Current members of the Board of Directors are not eligible for nomination. Nominations can be submitted by any member in good standing. The Awards Committee reviews nominations to select the recipient and forwards the honoree's name to the President. The award is announced at the Annual Conference.

Supersedes June 12, 2021 adoption

## ***Significant Life Events Policy (Revision Adopted June 10, 2023\*)***

### **Rationale**

As the Association grows, AET needs guidelines regarding how and for whom significant events will be acknowledged.

### **Policy**

In the event of a death or serious illness of past or present board members, other members who have made substantial contributions to the organization, or a significant other or child of such members, the Board Secretary will send an appropriate acknowledgement on behalf of AET. In the event of the death of a Past President of the Association, a memorial donation may be made to a charity of the family's choosing.

In the event of the death of a current or past president or a Fellow of the Association of Educational Therapists (FAET), notification will be made via an electronic announcement and an acknowledgement in The Educational Therapist (AET journal). The passing of a current board member or officer will be acknowledged via an electronic announcement.

Supersedes Adoption July 20, 2012

## ***Visionary Volunteer Award Policy (June 15, 2024)***

### **Rationale:**

An award is needed to recognize a volunteer who has exhibited extraordinary voluntary service and commitment to the mission and growth of AET. The individual shall have demonstrated a record of service evidenced by a meaningful commitment of time and effort to the organization as well as a vision of what AET can accomplish.

**Policy:**

The Visionary Volunteer of the Year Award recognizes an individual who:

- Has made a significant impact towards fulfilling the mission, vision, core values, and growth of AET;
- **Imagines what AET can accomplish and leads the efforts to create change; and**
- **Contributes to** the long-term sustainability of AET through their vision and volunteerism.

An eligible recipient must have:

- Actively provided leadership during the past year to bring their vision to fruition;
- Maintained membership in AET for a minimum of five years; and
- Inspired others to engage in volunteer activities through their extraordinary commitment of time and talent to the Association.

Nominations may be submitted by any member in good standing. The Awards Committee reviews nominations to select a recipient and forwards the name to the President. The Awards Committee may select more than one recipient per year. The award is announced at the Annual Conference.

## **BOARD OF DIRECTORS**

### *Advisory Board Policy (Adopted October 26, 2008)*

The Advisory Board Policy was originally covered in the AET Bylaws under Article VIII, Section 3. When the new Bylaws were voted on, this section was inadvertently left out. When the Bylaws are revised in the future, the Advisory Board policy will again be included in the new revision.

#### **Policy**

1. There will be an Advisory Board comprised of persons recognized as eminent in fields related or pertinent to the work of educational therapy, or the interests of the Association.
2. Persons will be elected to the Advisory Board by majority vote of the Board and shall serve for a term of three (3) years without limit on subsequent reappointment.
3. Each member of the Advisory Board shall have the following privileges and duties:
  - Honorary membership in the Association
  - Notification of all meetings of the Board, freedom to attend and participate but not to become a voting member thereof
  - Freedom to comment, offer advice, and make suggestions as to any aspect or activity of the Association
4. There shall be no regular meetings of the Advisory Board as a body, but they may be asked to convene as needed upon request of the Board.

### *Board Only Web Pages Policy (Adopted March 10, 2012)*

#### **Policy**

AET Board of Directors, committee and subcommittee chairs, and study group leaders are permitted access to the board only web pages. A secure log-in access code will be provided by the Executive Director. Access to the Board Only portion occurs only during the term of leadership and only for the purpose of serving AET's strategic goals. Approved individuals who wish to upload a document to the site may do so with prior approval of the President and the Executive Director. Misuse will result in revoked access. Limited access may be given to additional individuals as authorized by the President.

#### **Content**

The library of materials will include, but is not limited to, the Board of Directors reports and minutes, conference and workshop evaluations, database and membership reports, management reports and AET project status. Reports may be requested and downloaded by authorized individuals to a personal email address. Once downloaded, these reports are to be used on behalf of AET by authorized individuals.

## ***Board Management Communication Policy*** ***(Adopted October 26, 2008)***

### **Policy**

Board officers and Board members are authorized to communicate with the management company regarding Board and committee business. Subcommittee chairs or others who are specifically named and mutually agreed upon will have access to the office support person assigned to their project. Sub-committee chairs will communicate with their committee chair who will communicate directly with the management office.

### **Implementation Procedure(s)**

- Governance Committee Chair will review this policy with both the management company, specifically all those assigned as project managers, and all current Board Members.
- The management company project manager(s) will be instructed to return to sender phone calls, emails, and letters from all those other than Committee Chairs unless others are mutually agreed upon.
- It is the responsibility of the Committee Chair to educate all Committee/Sub-Committee Heads so that they understand this policy and in turn inform their committee members. It is also important that both the Committee Chair and the Sub-Committee Heads are responsive to the needs and requests of their volunteers.

## ***Conflict of Interest Statement Policy*** ***(Adopted October 26, 2008)***

### **Policy**

Each year, as a prerequisite to the Board of Directors elections or appointment, and in order to retain Board membership, the members of the Board of Directors of The Association of Educational Therapists file an Annual Conflict of Interest Declaration. Each declaration is reviewed for conflict by the Governance Committee and submitted for approval to the Board of Directors.

To avoid conflicts of interest, the following are not eligible for membership on The Association of Educational Therapists Board of Directors:

- salaried staff of AET's management contractor or consultants; immediate family members of such salaried staff or consultants contracted to the Association of Educational Therapists, except for members providing services under a contract with AET approved initially by the Board of Directors and disclosed annually as a potential conflict of interest;
- salaried staff or consultants; immediate family members of salaried staff or consultants of any entity which provides funding to AET;
- salaried staff or consultants; immediate family members of salaried staff or consultants of other professional associations whose working responsibilities are related to management, fundraising, policy formulation, and development of services.

Examples of potential conflict of interest relationships that are of material interest to the Board of The Association of Educational Therapists that must be disclosed include:

- recipient of more than a token gift;

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- co-signer of a material loan;
- elected legislator in a municipal body;
- executor or trustee of an estate;
- trustee of a foundation;
- member of a board of directors;
- material stakeholder;
- renter/lessor of building space or land;
- practitioner of similar or related business;
- spouse or immediate family member of the aforementioned.

## **COMMUNICATIONS: GENERAL**

### ***Email Privacy Policy (Adopted January 27, 2017)***

#### **Rationale**

AET respects and protects the privacy of its members and subscribers.

#### **Policy**

AET does not rent or share members' email addresses or those of nonmembers who attend AET events or subscribe to AET publications. AET may, at its discretion, enter into agreements with other non-profit organizations that share its mission to share that organization's information with AET members and subscribers via email. Members may opt out of receiving AET emails and subscribers may opt to unsubscribe.

### ***Ownership and Access to Technology Policy Adopted June 10, 2023***

#### **Rational**

As AET better utilizes social media and technology, it is critical that usernames, passwords, and any other "ownership" information established on behalf of the Association be kept in a location allowing access by AET's management company representatives and the executive committee so that, as people move in and out of the Association, the use of the technology is not compromised.

#### **Policy**

- Usernames, passwords, and any other "ownership" information established on behalf of the Association must be kept in a central location allowing access by AET's management company representatives and the executive committee. The management company retains administrator privileges for each account.

### ***Privacy Policy (Revision Adopted February 5, 2022\*)***

#### **Rational for Revision**

It is recommended that AET change the name of the AET Website Privacy Policy to the AET Privacy Policy. AET may communicate with individuals and collect data outside the realm of the website; however, virtually all such activities involve electronic modes and methods. The privacy practices outlined in the current policy shall apply to all interactions with members, potential members, and the public, whether they take place while accessing the website or through other online applications.

#### **Policy**

The policy named AET Website Privacy Policy is renamed AET Privacy Policy with no changes to existing text.

## **Rationale (Original)**

In the United States, there are several laws, including federal and state laws, that impact data privacy. The Federal Trade Commission (FTC) regulates data protection for all consumers in the United States of America. The following laws (effective January 1, 2020) have additional privacy implications for consumers in the State of California, and thus far, are the most comprehensive privacy laws for consumers with the greatest transparency requirements:

The California Online Privacy Protection Act (CalOPPA)

The California Consumer Privacy Act (CCPA)

The Association of Educational Therapists also has viewers, participants, and members from around the world. The European Union's General Data Protection Regulations (GDPR) went into effect on May 25, 2018. These new regulations require all businesses and nonprofits operating in the European Union to simplify online privacy policies and terms of use. While the Association of Educational Therapists is primarily a United States organization, it benefits the organization to be proactive, transparent, safe, and current with our privacy policies. To that purpose, AET's Website Privacy Policy has been updated to meet the evolving requirements of the EU GDPR.

## **Policy (Original)**

The Association of Educational Therapists (AET) wants you to enjoy and benefit from our website (AETonline.org) and online services, confident in the knowledge that we take your security and privacy very seriously. Our privacy policy below describes the information we collect, how we use it, and the choices you have regarding collection and use of your personal information when you access the website and our online services. By using the website, you consent to the collection and use of your information as described below.

In addition to reviewing this privacy policy, please read our Terms of Use. Your use of the website constitutes agreement to its terms and conditions.

This privacy policy may be modified from time to time. The date of the most recent revision will appear on this page, and changes will be indicated on our home page. Continued access of the website by you will constitute your acceptance of any changes or revisions to the privacy policy.

### Introduction

The Association of Educational Therapists ("AET") respects your privacy and wants to provide you with information about our privacy practices in this Privacy Statement ("Privacy Policy"). This Privacy Policy applies to information collected on the websites located at AETonline.org (the "Website"), any mobile applications associated with the Website, as well as any services and features available on or through the Website or the Mobile Applications, such as sub-sites, blogs, user communities, social networks, or other online or wireless offerings that post a link to this Privacy Policy, whether accessed via computer, mobile device, or other technology, or any associated content, material, or functionality contained on the Website or the Mobile Applications (collectively, the "Website" and "Online Services"). AET is referred to in this Privacy Policy as "we," "us," "our," or other similar pronouns.

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This Privacy Policy applies only to the Website and Online Services that have posted this Privacy Policy. AET provides certain other online services and social media sites through third-party vendors, and these websites and services are subject to the privacy policies of those third-party vendors.

## Information We Collect

### Non-identifying Information

Our site automatically recognizes your domain name, IP address, browser version, operating system, and the website you passed through to reach us. In addition, our site automatically gathers certain usage information, such as the number and frequency of visits to the site and its areas. This non-identifying information includes information that tracks the type of device you use to access the website. This is not information that could be used to identify you or contact you.

### Identifying Information

To access certain features of the website, you will be required to set up an account and provide us with certain information about yourself, such as a first and last name and an email address. You may be given the option to provide your zip code so, for example, we can notify you of events in your region. You will also be required to create your own password to access your account. Accounts are optional. You can use most of the website without having an account.

If you apply for AET membership, register for an event, or purchase something through the AET Store, you will need to provide your email address, postal address, and additional information. AET does not collect any personally identifiable information unless you choose to provide that information to us. The areas of the site in which we collect information, the information collected, and the purpose for collecting that information are described below:

#### a. Memberships and event registration

If you register with AET to become a member or attend an event such as a conference, AET may use the information you supply so that we can contact you again via email or postal mail to provide you with additional application forms, event information, or other items related to the membership or event for which you have registered.

Additionally, AET uses member information to publish its Member Directory. If you do not wish your information to appear in the Member Directory, you may opt out in the membership application form.

#### b. Posting to classified advertisements, bulletin boards, "Members' Picks," or "Suggested Reading."

To view or post to these sections, you must be a registered member of AET. When you submit information through any of these sections, AET reserves the right to contact you, edit your submission, and/or disallow its publication on the Website if it is deemed in violation of AET's policies. If approved for publication, your unique username will be identified with your posting.

#### c. Sending feedback to AET through the "Contact Us" page.



To send email to AET using the "Contact Us" link, you must enter a name, email address, and your comments. In addition, you have the option of entering a city and state. This information is used to respond to your comments and, in aggregate form, for statistical purposes. Visitors under the age of 18 years must obtain permission from their parents or guardians before sending any personally identifiable information to AET.

#### European Union

AETonline.org is a United States-based site. If you are visiting AETonline.org, please be aware that your information may be transferred to, stored, or processed in the United States. Our primary web and database servers are located in the United States; however, some of our third-party providers may use servers located in other countries. The data protection and other laws of the United States and other countries might not be as comprehensive as those in your country, but please be assured that we take steps to protect your privacy. By using any portion of AET online services, you understand and consent to the transfer of your information to our facilities in the United States and those facilities of the third parties with whom we share it—as described in this Privacy Policy—that are located in the United States or other countries. For purposes of applicable data protection laws, we will rely on legally provided mechanisms to lawfully transfer personal data across borders, including consent and performance of a contract.

#### Children

This website is intended for a general audience and is not intended for use or viewing by children under 13 years of age. We do not knowingly collect information about children or sell products to children. No one under age 18 can provide any personal information or use our public discussion areas, forums, and chats. Minors between the ages of 13 and 17 must get the permission of their parent(s) or legal guardian(s) before making purchases, including subscriptions, on this site. If your children disclose information about themselves in publicly accessible areas of the website, they may get unsolicited messages from other parties. Accordingly, you should tell them not to do so.

#### Cookies & Analytics Disclosure

Notice: Please read this statement regarding AETonline.org's use of cookies. It contains important information.

AETonline.org uses cookies to collect certain information and to assist you, the viewer, in having the easiest possible experience in navigating and accessing all the features of AETonline.org. For example, we may use cookies to prevent you from having to enter your password each time you access the website. Cookies are small data files that websites commonly write to your hard drive when you visit them so they can remember you when you visit. A cookie file contains information that can identify you anonymously and maintain your account's privacy. Our service uses cookies to maintain a user's identity between sessions so that the site can be personalized based on user preferences or a user's history. We also use analytics services (such as Google Analytics and others) to help analyze how users use the services. These analytics services use cookies to collect and store information, such as how

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often users visit the services, what pages they visit, and what other sites they used prior to coming to the services. We also use the information from these analytics services to improve our services and to provide reporting to our partners regarding site activity and utilization. Please see the following links for more information about Google Analytics, DoubleClick, and Google AdSense: <http://www.google.com/policies/technologies/ads/> and <http://www.google.com/policies/privacy/>.

You can set your web browser to prompt you before you accept a cookie, accept cookies automatically, or reject all cookies. However, if you choose not to accept cookies from this web site, you may not be able to access and use all or part of this web site or benefit from the information and services which it offers.

### Third-Party Links

Certain content, products, and services available via our website may include materials from third parties. The Association of Educational Therapists is not responsible for the privacy practices or the content of these third-party sites.

### How We Use and Secure Your Information

#### Uses and Disclosures

We may use the information you provide to send you notices that contain information about events, content, materials, and services provided by AET and other third-party organizations. When we do this, we do not disclose your information to these third-party organizations. Unless you consent, we will not use the information provided by you in a way that is incompatible with the purposes for which it was originally collected or subsequently authorized by you.

We may disclose your information so a third-party vendor can help us provide our services (for example if we use a vendor to help us manage AETonline.org). We may also use other vendors. We make sure those vendors have strict confidentiality practices. We may also disclose your information if, among other things, we are required to do so by law or if acting with a good faith belief that such disclosure is reasonably necessary to: (1) comply with legal process, including, but not limited to lawful subpoenas; (2) enforce the Terms of Use of AETonline.org; (3) respond to legal claims; (4) respond to your requests for customer services or transaction completion; or (5) protect the rights, property, or personal safety of AET, its users, or the public.

#### Sharing

In addition to the uses mentioned or described elsewhere in this Privacy Statement or in the Terms of Use, AET may share Collected Information in a variety of ways:

AET may share your User Information with authorized service providers, affiliates, or partners to provide certain administrative, marketing, or technology services—such as survey administration, database management, transaction processing, event management, ad targeting, and bulk mailing, or any other services. The authorized service providers, affiliates,

and partners we work with are not allowed to use the information outside of the function of providing the services designated by AET.

AET may share your User Information with our authorized service providers, affiliates, or partners to the extent necessary for purposes of communicating with you or fulfilling your requests for any content, materials, and opportunities.

AET may rent lists of names and mailing addresses to selected third parties (e.g., advertisers, researchers, sponsors of professional events, schools that serve children with learning disabilities or other special needs) on a one-time use only basis and will provide mailing labels on approval of the Board. AET does not sell lists of email addresses or phone numbers to third parties. AET may send email messages on behalf of selected third parties (e.g., corporate partners and allied organizations).

AET and our authorized service providers, affiliates, or partners may also produce reports on the Website's traffic or usage patterns and share these reports with us and others. AET will share aggregate statistics and other non-personally identifiable information with the media, government agencies, advertisers, and other third parties. These aggregate statistics will not allow anyone to identify your name or other personally identifiable information. AET also may release aggregated, anonymized Collected Information in connection with joint marketing efforts and strategic alliances.

AET may disclose your User Information in response to a subpoena or similar investigative demand, a court order, or a request for cooperation from a law enforcement agency or other government agency; to establish or exercise our legal rights; to defend against legal claims; or as otherwise required by law.

AET may disclose your User Information when we believe disclosure is necessary to investigate, prevent, or take action regarding illegal activity, suspected fraud, or other wrongdoing; to protect and defend the rights, property, or safety of our company, our employees, our website users or others; or to enforce our website terms and conditions or other agreements or policies.

If AET changes its corporate or organizational structure, files for bankruptcy, liquidates its assets, merges/combines with another entity, or undergoes a corporate reorganization, your information is, and should be expected to be, one of the transferred assets; you consent to such transfer by using the website.

#### Security and Storage

Our security measures are designed to protect your information from loss, unauthorized access, disclosure, alteration, or destruction. AET has physical, electronic, and managerial procedures, such as Secure Sockets Layer (SSL) software, which encrypts information you input. This protects your information and helps prevent unauthorized access. Although we take these measures to protect against unauthorized disclosure of your information, we cannot guarantee that your information will never be disclosed in a manner that is inconsistent with this Privacy Policy.

## Unsubscribe and Data Deletion

If you would like to unsubscribe from our communications at any time, please click unsubscribe in the footer of any of our emails. If you would like us to delete your information entirely, please contact us at [customercare@AETOnline.org](mailto:customercare@AETOnline.org).

## Charitable Contributions

We may use a vendor, such as payment processor, for the purpose of accepting donations. In some cases, you may be required to submit personal information (such as your name and address) and financial information (such as a credit card number) to these vendors. We will use a vendor that meets the necessary security requirements for these purposes. We will keep your personal information (e.g., name, email address, phone number, address) and financial information (e.g., payment card details) provided in connection with your donation private and will not rent, share, or sell your information without your consent, other than for purposes of processing your donation and as otherwise provided in this Privacy Policy.

For purposes of applicable data protection laws, AET is the controller of the personal data you provide to us. Our business office address is listed below.

## Contact Information

We appreciate your questions and comments about this Privacy Statement, the Website, and our privacy practices and welcome your email messages to [customercare@AETOnline.org](mailto:customercare@AETOnline.org). We may share your messages with those within our organization who are most capable of addressing the issues contained in your message. We will keep a copy of your message until we have had an opportunity to address your concerns. If you feel that AET is not abiding by this Privacy Policy, you should first contact the AET National Office at 414-908-4949 x450 or write to us at:

Association of Educational Therapists  
7044 S. 13th Street  
Oak Creek, WI 53154

\*Supersedes November 2, 2018 Adoption

## ***Website Editorial Policy and Content Guidelines*** ***(Adopted October 25, 2013)***

### **Rationale**

The projection of AET's identity on the World Wide Web is essential to promoting the vision, mission, and goals of the Association.

### **Policy**

The purposes of the AET website are fourfold:

- To inform the public of the purpose, scope, and standards of the professional practice of educational therapy.
- To facilitate access to educational therapy services by the public.
- To promote continued professional development for members.

- To facilitate communication and collaboration among members, the public, and allied professions.

All content submissions to the website must be consistent with the above stated purposes of the website.

All content will be published at the discretion of the Website Editorial Committee or its delegates.

Material submitted for the website can include original articles, reviews of research studies or books relevant to educational therapy, information about technology and ways to use technology in educational therapy, useful websites, materials and games, educational therapy methods, pictures, videos, etc.

Articles should be a maximum of 750 words, preferably shorter, and should be submitted electronically in a 12-point font double spaced with one-inch margins. Longer submissions may be serialized and published in two or more installments at the discretion of the website editorial committee.

All references to websites, publications, materials, and proprietary methodology must be appropriately credited with a link to their source if possible.

Personal information pages created by members are the responsibility of the member posting the information. Personal information should be carefully edited for spelling and punctuation and must accurately represent the services that the member provides. AET reserves the right to remove member information deemed inappropriate by the Editorial Committee.

Advertising on the website must be in accord with AET's Media Advertising and Rate Policy.

The Association of Educational Therapists does not recommend or endorse any specific diagnostic instruments or therapeutic programs. The exhibits and presentations at conferences and workshops, our recordings, and the articles and other media in the journal or on the website are to inform the public and professionals and to advance the knowledge and skills of educational therapists and allied professionals.

The Association of Educational Therapists (AET) holds the copyright to all materials published on its website unless explicitly noted.

The Association of Educational Therapists welcomes links to its website for educational or informational purposes; however, the link must not imply affiliation with or endorsement by AET. Professional (ET/P) and Board Certified (BCET) members in good standing may place the AET logo on their website with a link to [www.aetonline.org](http://www.aetonline.org) to signify their affiliation.

### ***Website Use Agreement Policy (Revision Adopted April 25, 2021\*)***

#### **Rationale**

The European Union's General Data Protection Regulations (GDPR), as well as a growing number of regulations in the United States, require that website Terms of Use meet certain specifications. Therefore, AET's Website Terms of Use have been updated to meet the requirements.

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- **Terms of Use for Website**

Please read these Terms of Use (“Terms”) carefully before accessing or participating in any open forum, study group, mailing list, website, transaction, or other on-line forums available at or linked to AETonline.org (“site” or “sites”). By using and participating in these sites, you signify that you have read these terms and agree to be bound by and comply with them. If you do not agree to be bound by these terms, please promptly exit all sites. AET reserves the right to modify these terms at any time and will publish notice of any such modifications online at this site or elsewhere online. By continuing to access a site after notice of such modifications has been published, you signify your agreement to be bound by the modifications.

- **Disclaimer**

Sites may include unmoderated forums or links to sites containing the personal opinions and other expressions of the persons who post entries on a wide range of topics. Neither the content of these sites, nor the links to other web sites, are screened, approved, reviewed, or endorsed by AETonline.org or the Association of Educational Therapists. AET is not a publisher of any of the content of these forums or social media sites, or of any content that may be available through links to and from them. AET is acting solely as an internet service provider (47 U.S.C. § 230 - U.S. Code - Telecommunications § 230. Protection for private blocking and screening of offensive material).

The text and other material on these sites are the opinion of the specific author and are not statements of advice, opinion, or information from AET. If you feel you might be offended by the content of the sites, you should not continue.

### **Rules for Online Conduct**

You agree to use the sites in accordance with all applicable laws. Because AET is a nonprofit, tax-exempt organization, you agree that you will not use the site for organized partisan political activities. You further agree that you will not email or post any of the following content anywhere on the site, or on any other AET computing resources:

- Content that defames or threatens others.
- Harassing statements or content that violates federal or state law.
- Content that discusses illegal activities with the intent to commit them.
- Content that infringes another’s intellectual property, including, but not limited to, copyrights, trademarks, or trade secrets.
- Material that contains obscene (i.e., pornographic) language or images
- Advertising or any form of commercial solicitation
- Content that is otherwise unlawful
- Copyrighted material, including without limitation, software, graphics, text, photographs, sound, video, and musical recordings, may not be placed on the site without the express permission of the owner of the copyright named in the material, or other legal entitlement to use the material.

### **Disclaimer of Warranty/Limitation of Liability**

THE SITE, INCLUDING ALL CONTENT, SOFTWARE, FUNCTIONS, MATERIALS, AND INFORMATION MADE AVAILABLE OR ACCESSED THROUGH THE SITE, IS PROVIDED "AS IS" TO THE FULLEST EXTENT PERMISSIBLE BY LAW. AET AND ITS AFFILIATES MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND WHATSOEVER, AND EXPRESSLY DISCLAIM ANY SUCH REPRESENTATIONS OR WARRANTIES, FOR THE CONTENT ON THE SITE, THE RELIABILITY, ACCURACY, TIMELINESS, USEFULNESS, ADEQUACY OF SUCH CONTENT, THE MATERIALS INFORMATION SYSTEMS, SOFTWARE AND FUNCTIONS MADE ACCESSIBLE BY OR THROUGH THE SITE, FOR ANY PRODUCTS OR SERVICES OR HYPERTEXT LINKS TO THIRD PARTIES OR FOR ANY BREACH OF SECURITY ASSOCIATED WITH THE TRANSMISSION OF SENSITIVE INFORMATION THROUGH THE SITE OR ANY LINKED SITE. FURTHER, AET AND ITS AFFILIATES DISCLAIM ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, NON-INFRINGEMENT, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. AET AND ITS AFFILIATES DO NOT WARRANT AND EXPRESSLY DISCLAIM ANY WARRANTY THAT THE FUNCTIONS CONTAINED IN THE SITE OR ANY MATERIALS OR CONTENT CONTAINED THEREIN WILL BE UNINTERRUPTED OR ERROR FREE, THAT LOSS OF DATA WILL NOT OCCUR, THAT DEFECTS WILL BE CORRECTED, OR THAT THE SITE OR THE SERVER THAT MAKES IT AVAILABLE IS FREE OF VIRUSES, OR OTHER HARMFUL COMPONENTS OR CONTAMINANTS.

### **Governing Law**

Sites are hosted by AET on computing resources managed by cloud computing service providers. You agree that any dispute arising out of or relating to these Terms or any content posted to a site, including copies and republication thereof, whether based in contract, tort, statutory, or other law, will be governed by the laws of the State of California, excluding its conflicts of law provisions. You further consent to the personal jurisdiction of and exclusive venue in the federal and state courts located in and serving Los Angeles County, California, as the legal forum for any such dispute.

### **Links to Other Sites**

AET's site may include hyperlinks to websites maintained or controlled by others. AET is not responsible for and does not routinely screen, approve, review, or endorse the contents of or use of any of the products or services that may be offered at these websites.

### **Trademarks and Copyrights**

AETonline.org is owned and operated by The Association of Educational Therapists. The sites contain material which is protected by international copyright, trademark, and other intellectual property laws, including the AET logo, organization name, website content, and all graphics. Use, reproduction, copying or redistribution of trademarks, without the written permission of AET is prohibited. All other trademarks or service marks appearing on the site are the marks of their respective owners.

## **Indemnification**

You agree to indemnify and hold AET harmless from any claims, losses, or damages, including legal fees, resulting from your violation of these Terms, your use of a site or your placement of any content onto a site, and to fully cooperate in AET's defense against any such claims.

## **Your Account**

If you use this site, you are responsible for maintaining the confidentiality of your account and password, if any, and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your account or password. If you are under 18 years of age, you may purchase products or services only through a parent or guardian. You agree that billing and registration information you provide on the sites will be accurate and complete. AET and its affiliates reserve the right to refuse service, terminate accounts, remove, or edit content, or cancel orders in their sole discretion.

## **Other**

The sites may contain errors and omissions relating to product description, pricing, and availability. We reserve the right to correct errors or omissions without prior notice. We also reserve the right to cancel any offered product or service in the event of an error or omission in the description, including price, unavailability, or other reason.

## **General**

These Terms constitute the entire agreement between you and AET and its affiliates with respect to the subject matter herein and supersede all prior or contemporaneous oral or written agreements.

\* Supersedes November 2, 2018 Adoption



## **COMMUNICATIONS: MARKETING**

### *Advertising Policy (Adopted March 8, 2022)*

This policy supersedes the AET Media, Advertising, and Rate Policy adopted on October 20, 2016.

#### **Rationale**

The Association of Educational Therapists now offers a variety of print and electronic media for advertisers to reach AET members and allied professionals nationally and internationally. For this reason, AET needs a comprehensive advertising policy that: (1) clarifies requirements for advertisers and allows them to create advertising packages across media; and (2) informs and guides decisions by the AET administrative staff, the Marketing and Outreach Committee, the Program Services Committee, the Member and Public Information Committee, and their subcommittees regarding the appropriateness of ads and how to manage requests to advertise.

#### **Policy**

Products, events, services, and professional development opportunities may be advertised according to the following guidelines:

- Advertising in all AET print and electronic publications is limited to Board Certified, Professional, and Allied Professional Members of AET; AET study groups; schools of higher education offering approved Educational Therapy certificates and/or degrees; schools that serve children with learning disabilities or other special needs; non-profit organizations that serve children and adults with learning and other disabilities; publishers of books and materials relevant to educational therapy; vendors of products relevant to educational therapy; and other individuals or organizations deemed appropriate by the Marketing and Outreach Committee or the Executive Committee.
- The Marketing and Outreach Committee must issue approval of any prospective advertisers who are not specifically named above. This approval will be obtained from the committee chair or the committee chair's appointee. Executive Committee approval shall replace M&O level approval should the decision to accept or reject an advertisement require additional insight and collaboration.
- Ads must be in keeping with the professional standards and Code of Ethics of AET and cannot be deceptive or misleading or make unsupported claims.
- Ads must contain person-first language, e.g., "child with learning disabilities," not "learning disabled child."
- Ads may not discriminate on the basis of race, color, gender, religion, age, national origin, sexual orientation, or physical handicap.
- Ads will be accepted at AET's discretion, and AET reserves the right to refuse, reject, or cancel advertising for any reason at any time without liability.
- Advertisers assume all responsibility and liability for the content of their ads.
- Ad cancellations initiated by the advertiser must be in writing.
- Cancellations initiated by the advertiser will be accepted until two weeks prior to the insertion deadline.

- All advertising fees must be paid in full two weeks prior to the insertion date.
- The word “Advertisement” will be placed with ads at AET’s discretion.
- AET does not endorse or evaluate the advertised products, services, or claims made by the advertisement. Acceptance of an ad does not imply AET’s endorsement. A disclaimer of endorsement by AET will be displayed in the eNews, publication, or on the web page where ads appear at the discretion of AET.
- Advertisers making claims are expected to have research data that substantiates these claims, and the research or citation is to be made available on the vendor's website or, where proprietary interests exist, be made available upon request.
- Space is limited to a maximum of three ads per eNews issue.
- All advertising must be submitted electronically.

### ***Advertising Rate Policy (Revision Adopted February 5, 2022\*)***

This policy replaces the “Changes in Advertising Fees” policy adopted October 23, 2015.

#### **Rationale**

The previous policy set rates. Rates will change and are not included in policy statements. This policy clarifies where advertising rates are listed and how they are set.

#### **Policy**

Rates for advertising in AET media will be available on the AET website or from the AET office. Rates are determined by the management company in conjunction with the Advertising and Publications Subcommittee of the Marketing and Outreach Committee, the Member and Public Information Committee, the Program Services Committee, the Journal Subcommittee of Member and Public Information, and the Executive Committee.

\*Supersedes October 23, 2015 Adoption

### ***Financial or Nonfinancial Relationship Disclosure on Social Media Platforms Policy (Adopted September 9, 2023)***

#### **Rationale**

In an effort to maintain ethical transparency, AET currently requires Board members and speakers to declare any potential conflict of interest regarding their connection to or ownership of services or products. It is necessary to extend this policy to anyone using AET’s social media platforms.

#### **Policy**

When making recommendations for services or products via an AET platform (electronic, written, or in person) the poster or commentor must disclose when a relevant financial or nonfinancial relationship exists. Anyone who posts or comments must clearly state their connection to the service or product to avoid a conflict of interest. This statement must be made each time the service or product is mentioned. (For example, the poster discloses that they receive royalties from the sale of the service or product.)

## ***Mailing List Rental Policy*** ***(Adopted July 19, 2009)***

### **Policy**

- AET’s membership mailing list is available for rental on a one-time-use only basis by AET advertisers, researchers, sponsors of professional events, schools that serve children with learning disabilities or other special needs; non-profit organizations that serve children and adults with learning and other disabilities; publishers of books and materials relevant to educational therapy; vendors of products relevant to educational therapy; and other individuals or organizations deemed appropriate by the PID committee.
- Requests for mailing list rental should be sent to the management company who will approve those that abide by the set standards. All others must be approved by the Chair or designated representative of the MP&I subcommittee.
- Ads must be in keeping with the professional standards and Code of Ethics of AET and cannot be deceptive or misleading or make unsupported claims. AET reserves the right to review all information to be mailed to its members and to reject orders that do not meet these standards or conflict with AET events.
- Lists are rented on a one-time-use basis. No reproduction, second use, tagging, appending, or list enhancement of any kind is permitted without written permission from AET.
- Lists are rented in the form of computer printed gummed labels. Labels are never rented in electronic form without prior approval by a designated member of the MP&I Committee.
- Mailing list renters must agree in writing to these policies.
- AET members have the option of removing their name from the rental list by selecting that option in their profile on the website.
- Mailing list rental rates will be established by the management company in conjunction with the Member and Public Information Subcommittee.
- The management company will provide a list of purchasers of the mailing list for the period reported as part of their periodic report to the Board.

## ***Property Rights Policy for AET Content*** ***(Adopted September 9, 2023)***

### **Rationale**

When content, such as slide decks, website content, training documents, and articles, is created by volunteers for AET’s use, it is necessary to specify who has property rights to said material. (Recorded content, such as conference, workshop, and webinar presentations, is covered by the AET Recording Consent Form.)

## **Policy**

When content is created under AET's supervision, for AET's use, AET will retain property rights to the material. The Executive Committee and applicable Committee Chair are responsible for notifying the creator(s) of the material of this policy before the project begins. Material may include, but is not limited to, slide decks, website content, training documents, and articles. The use of copywritten material within the project must be appropriately acknowledged and cited. Content created for AET is the property of AET in perpetuity and may be revised by AET.

*\*Previously called Property Rights Policy for Content Created Under AET's Supervision Specifically for AET (name changed 10.19.2023)*

## ***Social Media Policy (Revision Adopted December 2, 2022\*)***

### **Rationale**

The Social Media Policy needs to align with AET Privacy Policies and current social media platform operating procedures.

### **Policy**

AET's Social Media must conform to AET's Privacy and Website Use Agreement Policies. Only designated administrators and moderators can post to AET social media sites using approved formats. All posts must adhere to AET's ethical standards, and follow AET's policies, guidelines, and Vision, Mission, and Core Values Statements. Posting of non-AET events or products on AET social media is not an endorsement by the Association.

Posts may:

- promote AET and AET-affiliated events;
- inform the public about what educational therapy is, its benefits, and how to find an educational therapist;
- provide information relevant to the practice of educational therapy and its current or potential consumers;
- recognize the accomplishments of AET members as appropriate; and/or appeal to current and potential members.

*\*Supersedes November 2, 2018 Adoption and April 25, 2021 Adoption*

## **COMMUNICATIONS: MEMBER & PUBLIC INFORMATION**

### *eNews Policy*

*(Adopted October 22, 2021)*

#### **Rationale**

The eNews should maintain consistent quality and focused content in keeping with the AET Statement of Commitment and Mission Statement. Policy updates are necessary to reflect current practices.

#### **Policy**

AET publishes a free monthly electronic newsletter (eNews) that is distributed to the AET membership and other subscribers.

Its purposes are:

- to inform subscribers about the activities and functions of the Association and Association affiliates.
- to highlight benefits of AET membership.
- to recognize the accomplishments of AET members, such as achieving a new level of membership or volunteer achievements.
- to promote AET and AET-affiliated events and resources, such as, but not limited to, conferences, workshops, webinars, and study group meetings. The AET eNews promotes only products, events, or services endorsed, produced, and/or sold by the Association, with the exception of paid advertisements.
- to inform subscribers about newsworthy events and public policy issues in the larger professional community relevant to educational therapy.
- to generate traffic to the AET website.
- to generate income for AET through advertising, donations, event registration, and other avenues. (Refer to current advertising guidelines/policy.)

### *Policy on Public Position Statements*

*(Adopted February 25, 2023)*

#### **Rationale**

The Association of Educational Therapists publishes public position statements on issues relevant to education, the practice of educational therapy, and/or the lives of clients and their families. Guidelines are necessary to ensure that statements remain within legal parameters for nonprofit organizations and reflect AET's Vision, Mission, and Core Values.

#### **Policy**

- Public position statements on behalf of AET must relate to issues relevant to education, the practice of educational therapy, and/or the lives of clients and their families.
- Public position statements must reflect AET's Vision, Mission, and Core Values.
- Public position statements must include a rationale that provides context and research-based evidence.
- In keeping with nonprofit organizations' requirements, public position statements may not endorse or oppose a specific political party or candidate for political office.

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- Public position statements must be approved by the Executive Committee prior to any publication or release.

## **FINANCE & DEVELOPMENT**

### ***Leadership Expense Policy (Adopted June 15, 2024)***

#### **RATIONALE:**

When members volunteer, they realize that they are dedicating time and energy on behalf of the AET. However, certain positions include time commitments well beyond those of others. AET's President contributes countless hours discharging their many responsibilities and is expected to attend many of the AET programs offered during the year. Similarly, bringing the annual conference to fruition requires extraordinary time and energy on the part of the conference co-chairs and interferes with their ability to attend conference sessions.

#### **POLICY:**

The AET President will be entitled to complimentary registration at all AET events, in-person or virtual.

The Annual Conference co-chairs will be entitled to complimentary registration at the conference, whether in a virtual or in-person format.

### ***Travel Reimbursement Policy (Revision Adopted June 12, 2015\*)***

Association of Educational Therapists Travel Guidelines

Expense Report: Required when requesting reimbursement for travel expenses. Include the following:

Name and mailing address for reimbursement;

Date(s), origin, destination, and purpose of trip;

Itemized list of all expenses for which reimbursement is requested.

Receipts: Required for all reimbursable expenditures:

Air Travel

Economy air travel reservations should be made as far in advance as possible in order to secure the best fares. Fees for checking personal baggage are not reimbursable.

Ground Transportation

The most economical ground transportation should be used. Take advantage of free options such as hotel courtesy cars and airport shuttles whenever possible. Avoid expensive car services. Note date and destination on receipt.

Lodging

Lodging will be reimbursed at the standard room rate.

Meals

Meals will be reimbursed on a per meal basis unless included in the hotel cost or provided at the event attended, up to a maximum of \$65 per day. Alcoholic beverages are not reimbursable.

#### Parking/Tolls

Parking and toll expenses, including charges for hotel parking, will be reimbursed.

#### **Use of Personal Vehicle:**

Reimbursement will be made at the standard mileage rate recorded in IRS Publication 463 for the year in which the expense was incurred (or for the previous year if Publication 463 has not been updated). AET Office will provide the current prevailing rate for date of trip. Round trip mileage is reimbursed for attendance at events that occur in excess of 100 miles from the home address of the participant. Travel beyond the 100-mile limit will be reimbursed at the standard mileage rate. Reimbursement is possible only when it is determined that the use of a personal vehicle is the most cost-effective mode of transportation available for the intended destination. Prior approval to claim this expense must be obtained from the Finance Committee.

\*Supersedes August 12, 2007 Adoption



## **MEMBERSHIP & BOARD CERTIFICATION: COMMON MEMBERSHIP POLICIES**

### ***Membership Reinstatement Policy***

***(Adopted January 30, 2016\*)***

#### **Policy**

The timeline for imposition of a \$35 membership reinstatement fee is changed from one year after the membership has lapsed to 60 days after membership has lapsed.

\*Supersedes March 2012 & October 24, 2014 Policy Adoption

### ***Membership Requirement Policy***

***(Adopted August 25, 2020)***

#### **Rationale**

The responsibility for setting requirements requires clarity.

#### **Policy**

The Membership Committee in conjunction with Professional Affairs will set membership requirements for each membership category with approval of the Board.

### ***Membership Terms Policy***

***(Adopted March 10, 2012)***

#### **Policy**

Membership terms are changed to a fully annualized basis in which new members' renewal dates are set on the anniversary of their joining, and they are billed accordingly each year.

### ***Paying Dues in Installments Policy***

***(Revision Adopted June 10, 2023\*)***

#### **Rationale**

A policy update is needed to reflect current practice.

#### **Policy**

An installment plan will be available for payment of dues in order to accommodate member financial needs.

\*Supersedes October 24, 2015 Adoption

### ***Suitability for Practice Policy***

***(Adopted April 25, 2021)***

#### **Rationale**

Members of the Supervision Subcommittee and the Membership Committee have been discussing the need for a "Suitability for Practice" policy since 2018. On the rare occasion a supervisee working with a supervisor is deemed to be ill-suited for a future career as an educational therapist, the supervisor would be able to call upon the Ethics Committee for assistance in determining appropriate next steps.

## **Policy**

AET is committed to ET/Professional candidates' knowledge of ethical practice, the establishment of professional boundaries, client confidentiality, and their awareness of professional competency and personal limitations. At any time during the candidate's progress through the membership process, should a significant concern regarding the candidate's suitability for the profession occur, in accordance with the AET Code of Ethics and based on the candidate's observed behavior, the Ethics Committee shall convene to review the candidate's conduct and performance. These observed behaviors include but are not limited to: compliance with the supervision contract; willingness to study and comply with the Code of Ethics, policy and procedures and mission of AET; awareness of interpersonal dynamics that support client progress; and adherence to state and local guidelines regarding professional practice. The Ethics Committee shall interview the candidate and person(s) who raised the concern and consult with the AET Executive Committee. After careful deliberation, the Ethics Committee will determine whether or not there is a basis for concern and, if there is a basis for concern, will determine a course of action, which can include possible immediate membership disqualification or substantive remediation that can involve course or supervision repetition. This policy is described in the sample supervisor/supervisee contract, found within the Supervision Packet, so all parties are aware of the policy and agree to be bound by its conditions.

## **MEMBERSHIP & BOARD CERTIFICATION: CONTINUING EDUCATION**

### *Associate ET Continuing Education Policy*

*(Adopted July 12, 2013)*

#### **Policy**

The Continuing Education requirement is extended to include Associate ETs.

### *CE Reporting by Audit Policy*

*(Adopted June 4, 2022)*

#### **Rationale**

CE documentation is being changed from a biannual to an annual system, therefore, this needs to be reflected in the CE Audit Policy.

#### **Policy**

Associate ET, ET/P, and BCET members are required to attest to having completed the required continuing education hours for the previous twelve months at the time of membership renewal. Compliance will be determined through an audit of randomly selected members who will be required to submit verification by the required deadline if selected.

## **MEMBERSHIP & BOARD CERTIFICATION: LEVELS OF MEMBERSHIP**

### *BCET Fee Policy (Adopted July 12, 2013)*

#### **Policy**

The biannual BCET fee of \$100 is eliminated.

### *Case Study and Ethics Exam Policy (Revision Adopted June 15, 2024)*

#### **Rationale**

There are two steps to becoming a Board Certified Educational Therapist (BCET): First, the candidate must pass the Case Study. Then they are eligible to take the Ethics Exam. If either part does not pass on the first submission, there are currently no formal policies governing if, when, and how many times they can be resubmitted.

#### **Policy**

In order to become a BCET, the candidate must first pass the Case Study. If the Case Study does not pass on the first submission, it may be rewritten and resubmitted one time, within 6 months of notification of failure, without payment of an additional fee. If the second submission of the Case Study does not pass, the candidate must wait one year, pay a second fee, and if advised by the Certification Board, submit a completely new Case Study based on a different subject.

If the candidate does not pass the Ethics Exam, the candidate may retake the exam within 12 months of notification of failure without payment of an additional fee. If the candidate does not pass the second attempt, they must wait one year and pay a second fee to retake the exam. In the interim, the candidate must participate in measures to enhance their understanding of applying ethics to one's practice of educational therapy.

### *Certification Board Policy (Adopted October 24, 2014\*)*

#### **Policy**

Control of Board Certification, in the form of a reestablished Certification Board, is removed from the purview of the Membership Committee and relocated within the AET Board structure to a position in line with the President's Advisory Panel and the Professional Advisory Board. The CB will remain under the jurisdiction of the Executive Committee for a period of at least two years, until such time as it is determined to be operating as designed.

AET is committed to ET/Professional candidates' knowledge of ethical practice, the establishment of professional boundaries, client confidentiality, and their awareness of professional competency and personal limitations. At any time during the candidate's progress through the membership process, should a significant concern regarding the candidate's suitability for the profession occur, in accordance with the AET Code of Ethics and based on the candidate's observed behavior, the Ethics Committee shall convene to review the candidate's

conduct and performance. These observed behaviors include but are not limited to: compliance with the supervision contract; willingness to study and comply with the Code of Ethics, policy and procedures and mission of AET; awareness of interpersonal dynamics that support client progress; and adherence to state and local guidelines regarding professional practice. The Ethics Committee shall interview the candidate and person(s) who raised the concern and consult with the AET Executive Committee. After careful deliberation, the Ethics Committee will determine whether or not there is a basis for concern and, if there is a basis for concern, will determine a course of action, which can include possible immediate membership disqualification or substantive remediation that can involve course or supervision repetition. This policy is described in the sample supervisor/supervisee contract, found within the Supervision Packet, so all parties are aware of the policy and agree to be bound by its conditions.

\*Supersedes Adoption September 8, 2022.

### ***Certification Board Composition Policy (Adopted September 28, 2020)***

#### **Rationale**

The Governance Committee requested the Certification Board review the existing Certification Board Policy and write a Certification Board Policy reflecting current practices. The last certification documents included job descriptions, procedures, and policies. The document did not reflect current practices. The document needs to be revised and the Certification Board policy needs to be explicit – not including procedures.

#### **Policy**

AET is the certifying body that establishes the qualifications for a Board Certified Educational Therapist (BCET) and identifies those individuals who meet those qualifications. The board is composed of the Certification Board Chair (voting), the AET President (voting), three past presidents (voting), 2 At-Large BCET Members (voting), the Case Study Coordinator (nonvoting), the Best Practices Exam Coordinator (nonvoting) and the President Elect (nonvoting). The board meets annually and as needed in the interim. The Board is semi-independent, reporting to the AET Board and AET President.

\*Previously called Certification Board Policy (name changed 10.19.2023)

### ***General Membership for Associate ET Applicants Policy (Adopted April 13, 2019)***

#### **Rationale**

It can take an extended period of time to process Associate ET applications when additional documentation must be provided or missing coursework must be completed. During that time, we are missing the opportunity to add these individuals who have expressed a serious interest in AET to our membership. We can take advantage of their interest by requiring that applicants join as General members when they submit their applications. The cost of General membership

would then be applied to their Associate ET membership dues provided that they are approved within the year following payment.

### **Policy**

Associate ET applicants, other than current Student members, will be required to pay General membership dues at the time of application submission. If the application is approved within six months of submission, 100% of the General membership dues will be applied to Associate ET dues. If the application is approved within six months to one year of submission, 50% of dues will be applied. If the application process is not completed after one year, applicants will be required to renew General membership, and the timeline will be repeated. Student members must maintain student membership while their applications are being processed or switch to General membership if they are no longer eligible for student status.

### ***Master's Degree for ET/P and BCET Requirement Policy (Revision Adopted June 10, 2023\*)***

### **Rationale**

This revision brings requirements for ET/P and BCET levels into alignment.

### **Policy**

ET/P applicants are required to have met all academic qualifications required for Associate status and must be current Associate members. BCET applicants must be current ET/P members in good standing for a minimum of one year.

ET/P membership criteria shall include meeting AET's academic requirements for Associate level and one of the following:

- Master's degree in educational therapy, special education, general education or
- Master's degree in a discipline that focuses on human development, has a clinical training component, focuses on an individual's strengths and needs, or
- Master's or a terminal degree related to the intended focus of educational therapy practice.

If an applicant has a Master's degree in a field **not** covered above, the Membership Committee will verify that:

- The applicant's training qualifies them to purchase and administer B Level assessments. The applicant will sign a statement attesting that they meet these criteria.
- The applicant has taken a course that includes research design, methodology, data collection techniques, statistical analysis, and ethical considerations or has authored research published in a peer-reviewed journal.

\*Supersedes Adoption December 2, 2022

## **PROFESSIONAL AFFAIRS & ETHICS**

### ***Ethics Procedures for Filing and Investigating a Complaint (Revision Adopted September 2, 2016\*)***

#### **Goal**

Our overarching goal is to make ethics investigations an educational process for all concerned. Additionally, we want our members and clients to know that AET expects its members to make every effort to comply with the AET Code of Ethics.

#### **Procedure for Filing and Investigating a Complaint**

- Complaints must be made in writing and signed by the Complainant. We will not accept anonymous complaints. All complaints will be considered strictly confidential.
- A Complaint Form is available in the members library on the AET website and is also available from the AET headquarters office.
- Complaints should be sent via email, fax, or mail to the AET Executive Director. The Executive Director will forward complaints to the chairperson of the Ethics Committee and include information pertaining to any previously filed complaints.

#### **Ethics Committee Procedure:**

- Upon receipt of a complaint, the Chairperson of the Ethics Committee will forward the complaint to all members of the Ethics Committee. Each complaint will be carefully reviewed and investigated on an individual basis.
- When a complaint is filed against an AET member, the member will have an ample opportunity to discuss the complaint with the Ethics Committee.
- The Ethics Committee will also review any documents or emails submitted regarding the complaint.
- The determination and recommendations of the committee will be communicated in writing to both the member and the complainant. Copies of those letters, along with any written notes or other documents relevant to the deliberation, will go into a general AET Ethics electronic file.
- At its discretion, the Ethics Committee may arrange a follow up meeting with the subject of the complaint and/or complainant to verify that all requested actions have been complied with. If the subject of the complaint fails to comply with any requests made in writing by the Ethics Committee, a letter of non-compliance will be sent to the subject of the complaint and placed in our electronic files.

\* Supersedes May/June 2012 Adoption

### ***Practice Referral Fees Policy (Revision Adopted September 9, 2023\*)***

#### **Rationale**

A change needs to be made in this policy and in the code of ethics. Regarding charging or receiving payment or payment in kind for any referrals to one's practice, a change needs to be made in this policy and in the code of ethics.

## **Policy**

Educational therapists may not charge or pay for referrals. Such practices violate the ethical standards of the Association and are not permitted.

\*Supersedes October 24, 2015 adoption

### ***Recommendation of Storage of Client Records (Adopted December 15, 2011)***

#### **Recommended Procedure**

AET recommends the following procedure for storage of Educational Therapy client records, based upon consultation with a number of Allied Professionals and legal advisors.

Records should be kept for 8 years beyond client termination OR until client reaches the age of 21. Records kept should include test reports, grades reports, IEP records, attendance logs, summaries of work completed, parent or school conference notes, and formal summary of the termination session or sessions. Records kept do NOT need to include all client work samples or progress notes of every single session. All confidential reports must be shredded when they are disposed of.

For adult clients (clients over 21 years of age), it is recommended that records be kept for 5 years past the date of termination. This is important as many of our adult clients may lose their own records and are extremely grateful when we still have them. Many ETs whose practices include adult clients find it helpful to keep records beyond the recommended time on the hunch (often correct) that we may hear from the client who may pursue higher education or workplace training and require documentation of previous accommodations in the educational setting.

Parents or clients occasionally contact the Educational Therapist in the years following termination of services with a request to have records returned to them. First, the ET must make clear that records given to them in the first place must be copies and not originals. On occasions where this was not made clear, and/or the ET for whatever reason has originals that have been marked up or annotated by the ET, the client must be informed as follows:

Original copies of grade records and school testing records will be copied and returned.

For test reports, etc., that the ET has marked up and annotated, let the parent know that these are regarded as part of our records, as they were given with that assumption.

If the parents must have the records, they must be informed that the ET will have to spend time and expense cleaning up the copies and recopying them if that is what it takes, and the parent will be billed for time and materials.

### ***Registered Service Mark Policy (Adopted August 28, 2020)***

#### **Rational**

AET's service marks are sometimes used improperly, presumably due to a lack of understanding by the membership. A formal policy on the criteria will add this information to the association's



permanent records and can be referred to when notifying current or lapsed members who are found out of compliance with those criteria.

### **Policy**

AET's service marks identify members of the Association who have attained ET/P or BCET status and continue to meet the requirements of AET membership at each professional level. These requirements include (but are not limited to): payment of yearly dues, accrual and reporting of the requisite number of continuing education hours, and adherence to AET's Code of Ethics. Lapsed member of the Association are not entitled to use these registered service marks in their marketing materials, or in any written or digital correspondence. Associate ET members are not permitted to modify ET/P to identify their membership level. Reinstated members may immediately resume use of their appropriate service marks.

## ***Research Policy (Adopted June 4, 2022)***

### **Rationale**

For the protection of our members and to ensure quality educational therapy research is conducted, a research policy is needed.

### **Policy**

Individuals wishing to engage AET resources for the purpose of research surveys and/or studies must submit the proposed plan to the AET Research Subcommittee for approval. Information submitted will be evaluated according to criteria established by the Research Subcommittee.

The proposal must meet the following criteria:

- Makes clear for whom the research is being conducted.
- Clearly outlines the aims of the project.
- Offers a clearly stated rationale for the study.
- Explains the benefits of the research to educators.
- Provides adequate information on how the data will be collected.
- Provides adequate information on how the collected data will be used.
- Addresses a topic that is relevant to education.
- Addresses a topic that furthers the values and mission of the AET.
- Ensures that participant privacy will be protected.
- Describes how the results of the study will be shared.
- Includes a provision for "opting out."
- Provides a certificate documenting completion of a "Human Subjects Protection" training.

## **PROGRAM SERVICES & EVENTS**

### ***Event and Program Disclaimer Policy (Adopted August 25, 2020)***

#### **Rationale**

To protect AET from liability an AET Event and Program Disclaimer Policy is needed.

#### **Policy**

The following disclaimer statement should be included in all AET event promotions: The content of the presentation does not necessarily represent the views or policies of the Association of Educational Therapists. AET does not recommend or endorse any specific program, product, speaker, institution, or instructional material.

### ***Event Co-Sponsorship Policy (Adopted May 21, 2000)***

#### **Rationale**

Local and regional programs sponsored by AET must have the approval of the president-elect in accordance with the Event Sponsorship Policy below.

#### **Policy**

##### Requirements for Local and Regional AET Events

- The goals of the event must further the goals and mission of AET as stated in the by-laws.
- There must be budgetary provision for the financial costs of the event.
- Insurance must be secured and in place for the venue.
- Informational material regarding AET and membership in AET will be distributed to event attendees.
- No therapy, referral, or advisory services can be offered or provided to prospective clients or consumers.

##### Requirements for Sponsorship of Events in Conjunction with Other Organizations

- At the request of a local study group, regional program chair, or regional coordinator, AET may consider co-sponsorship of events or activities with unaffiliated non-profit organizations.
- Any event that is not a part of a regular AET program must meet the above criteria as well as the following additional provisions:
- The goals and mission of the unaffiliated organization must be in accord with those of AET.
- AET must have equal status in any publicity.
- AET's established requirements for liability coverage of event venues must be satisfied.
- Any Profits earned or losses incurred by co-sponsored events must be shared equally among the sponsoring organizations unless advance approval for other arrangements is made with the Board of Directors. All approvals are subject to AET's budgetary availability.
- AET retains the right to tape record the event and/or include tapes of the event in our tape library.

## *Media Use Policy* (Adopted December 2, 2022)

### **Rationale**

AET periodically receives requests to use recordings of professional development events. Guidelines are needed that will advise how to handle these requests. This is to ensure that AET's property remains in the organization's domain and requires permission for outside use.

### **Policy**

Recordings of AET professional development events are the property of AET, and only AET and its designees may use the recordings. AET recordings may not be embedded on other websites, but they may be linked from other sites to the archives on the AET website.

Outside of typical AET access, requests must be in writing with the purpose and time period specified. Requests for use of recordings for the following purposes will be honored:

- Use by instructors in accredited educational programs on a time limited, password protected basis
- Other requests to be evaluated on an individual basis by the Executive Committee

## *Sponsorship Policy* (Adopted December 2, 2022)

### **Rationale**

Sponsorship is defined as an agreement between AET and a sponsor or underwriter, in which AET receives either money or benefit for an AET event, campaign, or initiative from an individual or organization. In turn, the sponsor or underwriter receives an opportunity for publicity or other benefit from AET. To ensure AET's position and reputation are adequately protected, this policy will be followed.

### **Policy**

- When soliciting for sponsorship or underwriting, AET or its Agent will take into consideration the following guidelines:
- Sponsors can be AET members, educational institutions, publishers of books and materials relevant to educational therapy, or vendors of products or services relevant to educational therapy. At AET's discretion, other individuals or organizations may be solicited for sponsorship.
- Any sponsored advertising must be in keeping with AET's Advertising Policy and AET's Vision, Mission, and Core Values Statements.
- The sponsor may not imply affiliation with or endorsement by AET.

## *Study Group Policy* (Adopted October 15, 2021)

### **Rationale**

Policy updates are necessary to reflect current practices.

**Policy**

The Association of Educational Therapists offers in-person and virtual study groups as a benefit of membership.

There are no fees involved to be a member of a study group. However, nominal dues may be charged if facility fees or other operational costs are necessary.

## USING AND MODIFYING THE POLICY MANUAL

### *Policy Manual Styles in Template*

These are the styles that can be used when formatting policies. I recommend keeping the formatting as simple as possible and not overusing styles.

#### Using the Manual

To navigate to a particular policy, click on the name of the policy in the Table of Contents (TOC).

To jump back to the TOC, double click on “Return to TOC” at the bottom of the page and then click on the words “Return to TOC.”

#### Modifying the Manual

1. Open the **Styles Pane** in the ribbon toward the right end and at the bottom of the pane that opens, where it says “List,” select “**Styles in use.**”
2. Insert new text wherever appropriate.
3. Put the cursor *anywhere* on the paragraph you want to format.
  - Using the Styles Pane, select the style you want to apply, and that paragraph will be formatted.
4. **Apply styles as follows:**
  - POLICY TITLE and APPROVAL DATE apply **Heading 2**  
(NOTE: must be attached to a single paragraph mark; to move date to a second line, use **shift return** (on PC shift-enter) **NOT RETURN/ENTER**)
  - “Rationale” and “Policy”: apply **Policy 1**
  - Regular text paragraph: apply **Normal**
  - Single indented text paragraph: apply **Normal Indent1**
  - Double indented text paragraph: apply **Normal indent2**
  - Footnote: apply **Normal 10 pt**
  - Bulleted list indented: apply **Bullet 1**
  - Bulleted list aligned at margin: apply **Bullet 2**
  - Numbered list left aligned: apply **1. List Number**
  - Numbered list indented apply **1. List Number 2**  
[Note: if you are starting a new numbered list, it will continue previous numbering. **Right click on the first item in the list and select “restart numbering.”**]
5. To change the order of policies or committees:
  - While you can cut and paste or drag and drop text, the easiest way to rearrange the order of policies or committees in the manual is to go to the **View menu** and select **Outline**.
  - In the View ribbon, select **OUTLINE VIEW**, click next to **Show Level** and select **level 2**. All the other text will collapse down and be hidden and you will only see the committee headings and the policy titles.
  - Hover the mouse over the plus sign in the margin by the policy or committee you want to rearrange, hold down the mouse clicker, and drag the plus to where you want it to be. All the text that goes with it will also be moved.

- To see all the text, click on Show Level and select **All Levels**. All the text that was hidden will reappear.
- Return to **Print Layout** view in the View menu.

#### 6. Update TOC

- After adding or making changes to the manual, you **must update the TOC** to reflect changes.
- Point the mouse to any item in the TOC and RIGHT CLICK. (It will select the whole TOC, and that's OK.)
- Select UPDATE FIELD from the drop down menu.
- Check UPDATE ENTIRE TABLE and click OK. The TOC should now reflect the changes that you made.

#### NOTES:

- REMEMBER THAT YOU CAN ALWAYS USE **CONTROL Z** (PC) OR **COMMAND Z** (MAC) TO UNDO the last action IF THINGS GO WRONG.
- If you're unsure about whether you've updated correctly, save the file with a different file name, and **get help**.
- There should be 14 styles in the list of "Styles in Use." Only **nine** are used by editors of the manual.

#### **DO NOT USE:**

- Clear Formatting
- TOC Title
- TOC1
- TOC2

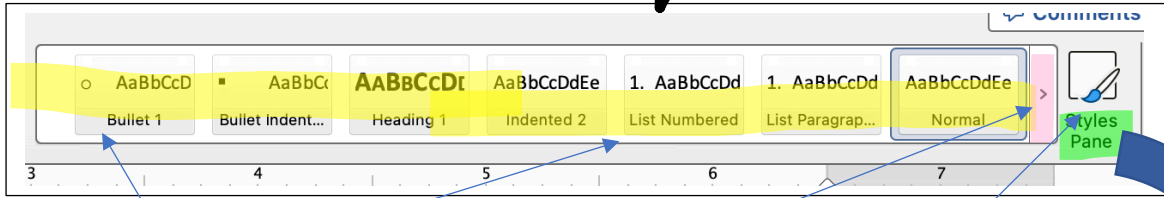
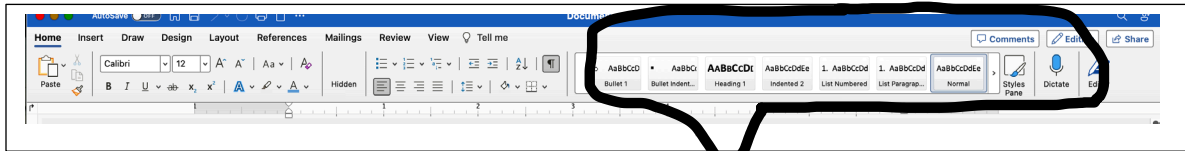
*Policy Name*  
*(Adopted [month name date, year]) [Heading 2]*

Text	Style
<b>Rationale [Policy 1]</b>	
<b>Policy [Policy 1]</b>	
<b>Heading Bold [Policy 1]</b>	
Body Text Plain Left Aligned	[Normal]
Body Text Plain Indented	[Normal Indent 1]
Body Text Plain Double Indented	[Normal Indent2]
<ul style="list-style-type: none"><li>• Bulleted list Left Aligned</li><li>    • Bulleted List Indented</li></ul>	[List Bullet] [List Bullet 2]
7. Numbered List	[1. List Number]
1. Numbered List Indented	[1. List Number 2]
Revisions Footnote	[Normal 10 pt]

[Return to TOC](#)

[NOTE: The link back to the TOC is embedded in the footer and will appear at the bottom of each page automatically.]

# Pictorial Guide



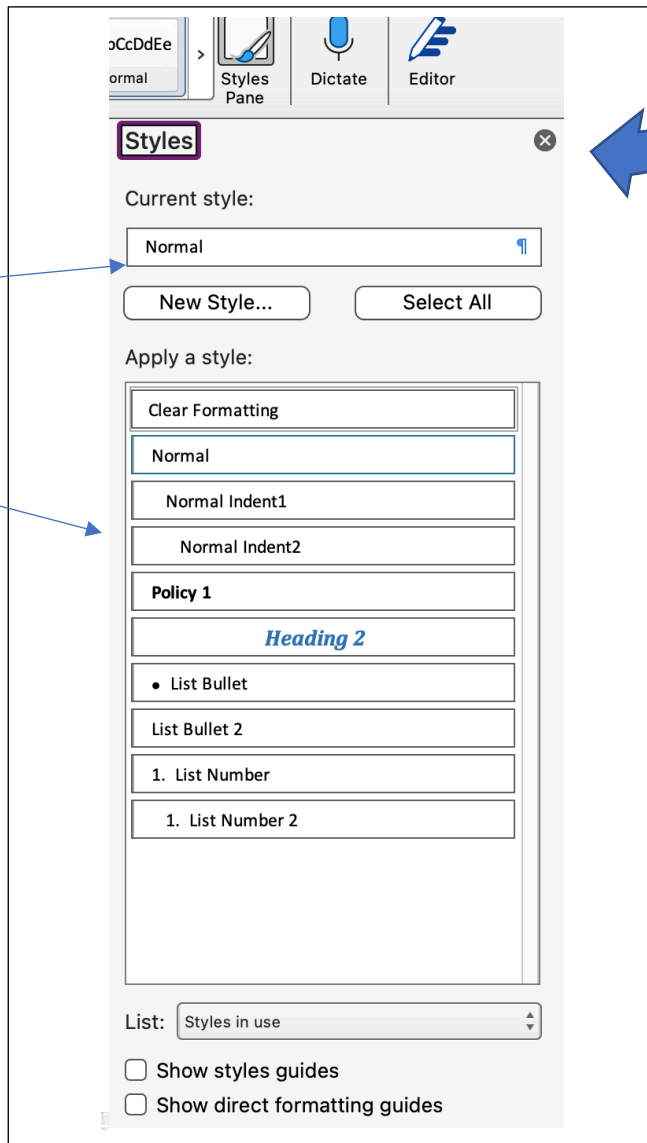
Style choices\*      Arrow tip reveals More style choices      Click to open Styles Pane

## The Styles Pane

Allows you to see what style the paragraph is that the cursor is on.

To select another style for that paragraph, select from the list.

NOTE: Use "Undo" (cmd or ctrl + return/enter). If you select a style that doesn't seem right, try another one.





## **POLICY TEMPLATE**

*Policy title*  
*Adopted [date]*

NOTE: TO USE THIS TEMPLATE, INSERT THE APPROPRIATE TEXT. IF YOU DON'T NEED NUMBERING OR BULLETS, SIMPLY DELETE THOSE LINES.

### **Rationale**

[insert rationale]

### **Policy**

[insert policy]]

1.

1.

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