**Section 1200.90 Standards of Professional Conduct**

In order to establish and maintain a high standard of integrity in the practice of shorthand reporting, the following Standards of Professional Conduct shall be binding on every person holding a certificate of registration as a certified shorthand reporter.

a) A licensee shall be fair and impartial toward each participant in all aspects of reported proceedings.

b) A licensee should only accept an assignment if his/her level of competence will result in the preparation of an accurate transcript and will remove himself/herself from an assignment if he/she believes his/her abilities are inadequate, recommending or assigning another licensee only if the licensee has the competence required for the assignment.

c) A licensee, if requested, shall provide information regarding services to be rendered regarding administration of professional services to all parties. The licensee must strive to meet promised delivery dates whenever possible, make timely delivery of transcripts when no date is specified, and provide immediate notification of delays.

d) A licensee shall be alert to situations that are conflicts of interest or that may give the appearance of a conflict of interest. If a conflict arises, the licensee must disclose that conflict or potential conflict.

e) A licensee who becomes impaired and unable to function according to the standards of practice should immediately seek inactive status and refrain from practice. It is the licensee's responsibility to seek supervision and/or personal therapy for any problem that is interfering with the ability to perform professional services.

f) A licensee shall preserve the confidentiality and ensure the security of information, oral or written, entrusted to the licensee by any and all of the parties in a proceeding.

g) It is the licensee's responsibility to preserve his/her shorthand notes for a period of no less than 10 years from the date the notes or transcripts were taken, except as otherwise prescribed by law, through storage of the original paper notes and/or an electronic copy of either the shorthand notes or the English transcript of the notes on computer disks, cassettes, backup tape systems, optical or laser disk systems, or other retrieval systems available at the time that the notes or transcripts were taken.

h) A licensee's signature, license number and expiration date shall be affixed to a transcript of his/her stenographic notes to certify to its correctness if the transcript has been prepared by him/her or under his/her direct supervision.

i) A licensee shall not permit the use of his/her name or firm's name, nor shall a licensee be associated in business ventures with persons or firms that the licensee has reason to believe to be engaging in fraudulent or dishonest business practices.

j) A licensee having knowledge of any alleged violation of the Certified Shorthand Reporter Act shall cooperate with the Division or appropriate governmental agency, furnishing such information or assistance as may be required to conduct an investigation resulting from a complaint.

k) The licensee shall at all times be aware of and avoid not only the fact of, but the appearance of, impropriety, which may include, but is not limited to:

1) The establishment of contingent fees as a basis of compensation.

2) The giving or receiving of, directly or indirectly, any gift, incentive, reward or anything of value to anyone as a condition for the performance of professional services.

3) The offering to pay, either directly or indirectly, any commission or other consideration in order to secure professional assignments.

4) The entering into any financial relationship, written or oral, with counsel, parties in interest or their intermediaries that:

A) undermines the actual or perceived impartiality of the court reporter; or

B) does not provide or offer any party in interest comparable court reporting services in the same proceedings.

l) A licensee shall be truthful and accurate when making public statements or when advertising qualifications or services provided.

m) A licensee shall meet all mandated continuing education requirements and should keep abreast of current literature and technological advances and developments.

n) The Division hereby incorporates by reference "The Code of Professional Ethics" of the National Court Reporters Association, 8224 Old Courthouse Road, Vienna, Virginia 22182-3808, 2013, with no later amendments or editions.

(Source: Amended at 38 Ill. Reg. 19662, effective October 10, 2014)