EFi Professional Ethics & Ethicality Recognition

Recognition Application Preparation Guide

General Instruction

Before starting your online application, please ensure you have the following evidence and documents ready.

The EFI Professional Recognition Supporting Workbook is available to download and may be used to record and organise much of the information required for your application. Applicants are encouraged to complete the workbook before commencing the online application.

Evidence must demonstrate your ongoing commitment to ethicality across the four components of the EFI Professional Ethics & Ethicality (E&E) Recognition Framework during the most recent two-year recognition period:

- Ethics Learning
- Professional Supervision or Mentoring
- Peer Dialogue on Ethics
- Ethics-Focused Professional Engagement & Contribution

To be eligible for recognition, applicants must demonstrate evidence across all four components.

Submissions that do not address all required sections will not be approved.

Structure:

- **Sections 1–5** must be completed at submission (together with the €250 non-refundable review fee).
- **Sections 6–7** apply only upon approval (directory listing + €150 recognition fee).
- **Eligible EFI Members receive a preferential rate on the Recognition & Directory Fee in accordance with current membership benefits.**

EFI Professional E&E Recognition Framework

1. Ethics Learning

Please indicate the forms of ethics-related learning you have engaged in over the past two years.

Required:

- Recognised ethics courses, such as Ethics Beyond the Code™ (Foundation, Professional Certificate or Diploma) or equivalent recognised ethics-focused learning.
- Attendance at an Ethics Conference (e.g., CEF or other recognised ethics-focused conference)

Additional structured ethics learning (optional):

- Workshops or seminars with an ethics focus
- Conferences with ethics-related sessions
- Other structured ethics learning experiences

What to provide:

- Title of course / event
- Provider / organisation
- Date(s) completed
- Upload certificate of completion or other documentation as evidence

2. Professional Supervision or Mentoring

- Minimum **16 hours across two years.**
- May include **formal supervision, mentoring, or structured reflective dialogue**.
- Upload a single document (Word or Excel) with a simple table including:
    - Supervisor or mentor's name
    - Contact details (email and/or phone) – *for verification purposes if required*
    - Date of session(s)
    - Hours of supervision/mentoring

No reflections are required; the log is for verification of hours only.

Where professional supervision is claimed, the supervisor should be appropriately qualified, designated, accredited or otherwise recognised within their profession.

Where formal professional supervision is uncommon within a profession or country, professional mentoring or structured reflective dialogue may be included as appropriate evidence.

3. Peer Dialogue on Ethics

Minimum 8 sessions across two years (e.g., ethics circles, peer discussion groups).

Upload a single document (Word or Excel) with a table including:

- Date of session
- Peer(s) involved
- Topic(s) discussed
- Hours

You do not need to provide session reflections. The log is for verification of hours only.

4. Ethics-Focused Professional Engagement & Contribution

Applicants must demonstrate a minimum of 15 hours of ethics-related continuing professional development and/or contributions across the most recent two-year period.

- **Minimum 15 hours** across two years.
- Evidence may include any of the below with a focus on ethics:
    - Peer-reviewed journal articles
    - Book chapters
    - Conference papers or presentations
    - Professional magazine articles (e.g., Ethical EDGE Insights magazine)
    - Blog posts or op-eds
    - Institutional white papers or policy briefs
    - Podcast episodes or recorded talks
    - Presentations or teaching on ethics.
- Upload one combined document (Word/Excel) with a table including:
    - Title of activity/contribution
    - Date
    - Where it was published/presented
- If "Other," specify type in the form field and include in the table.

Champions of Courage Awardees

Applicants who have received a **Champions of Courage Award** during the most recent two-year period may include this as supplementary evidence under this section.

Provide:

- Award category and year received
- Brief reflection (2–3 lines) on how the recognition has informed your ongoing ethical practice

Attach your award certificate as supplementary evidence under this section.

5. Integrity & Complaints Declaration

- Tick-box declaration of whether you have had any professional complaints in the last two years.
- If **yes**, provide a short written statement outlining:
  - The nature of the complaint (no names required).
  - Outcome(s).
  - Learning and any changes made as a result.

Stage 1 – Application Review

Applicants submit evidence addressing all components of the EFI Professional Ethics & Ethicality (E&E) Recognition Framework.

A non-refundable Application Review Fee of €250 is payable when the application is submitted.

The application and supporting evidence will be independently reviewed by the EFI Recognition Council. EFI may request clarification or additional evidence where required.

Applicants whose application is not successful will receive information about areas requiring further development before a future application is submitted.

Stage 2 – Recognition

Applicants whose application is approved following Stage 1. Application Review will be invited to complete the final stage of the recognition process.

Recognition & Directory Fee

Pay the **€150 Recognition & Directory Fee** to finalise your recognition.

Following payment, you will be invited to complete your public EFI Recognition Directory profile.

Provide:

- Full name
- Profession
- Country/Region
- Website and/or LinkedIn URL

Upon completion you will receive:

- Your **EFI Professional Ethics & Ethicality Recognition Certificate**.
- Your personalised **Digital Recognition Badge**.
- Your public listing in the **EFI Recognition Directory**.

Note: *Use of the EFi badge and certificate is permitted only by those currently listed in the Recognition Directory. Any unauthorised or continued use after expiry will be considered misuse and will result in a one-year delay before you may re-apply for recognition.*

EFi Professional E&E Recognition

Preparation Checklist

The **EFI Professional Recognition Supporting Workbook** is available to download from the website and may be used to record and organise much of the information required for your application. Applicants are encouraged to complete the workbook before commencing the online application.

Requirement	Evidence to Provide (last 2 yrs — **see full details above)**	Ready ✓
Ethics Learning	Course title, provider, date, certificate	
Supervision	Supervisor name & contact, dates, hours (≥16h)	
Peer Dialogue	Session dates, peers, topics (≥8 sessions)	
Ethics-Focused Professional Engagement & Contributions	Title, type (article, presentation, etc.), date, link/file (≥15h)	
Payment	€250 non-refundable application review fee (on submission)	

Questions?

Please use the **EFI Contact Form** and select **Recognition** as your enquiry type.