

# Learning, Education, and Applied Professional Skills (LEAPS) Ethical & Professional Behavior Practice Exam (Sample)

## Study Guide



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**SAMPLE**

## **Questions**

- 1. Which scenario represents appropriate disposal of old client records by a behavior analyst?**
  - A. Mark shreds all records using codes to track them**
  - B. Mark throws the records in the garbage**
  - C. Mark brings all the records to the town dumpster**
  - D. Mark keeps everything locked but does not shred them**
- 2. What is one way technology can enhance ethical practices?**
  - A. By removing the need for ethical standards**
  - B. By facilitating better communication of ethical values**
  - C. By creating more ethical dilemmas**
  - D. By complicating decision-making processes**
- 3. For how many years should client records be retained?**
  - A. 10**
  - B. 15**
  - C. 5**
  - D. 7**
- 4. True or False: Engaging in discussions and debates during feedback sessions is encouraged.**
  - A. True**
  - B. False**
- 5. What is the importance of the supervisor's role in the training process?**
  - A. To monitor only**
  - B. To guide and assess the trainee**
  - C. To eliminate errors**
  - D. To approve client interactions**
- 6. When collecting data, behavior analysts should use which of the following?**
  - A. Nothing; data collection is not required**
  - B. Techniques standard to behavior analysis**
  - C. Techniques standard to education**
  - D. Techniques standard to psychology**

- 7. What rule did Janine violate by discussing client details in a public setting?**
- A. Not talking about clients to anyone**
  - B. Discussing clients only in private settings**
  - C. Not discussing clients in public places**
  - D. Breaking confidentiality when harm is at risk**
- 8. What is the purpose of asking clarifying questions during feedback?**
- A. To challenge the trainer's authority**
  - B. To further engage in a discussion**
  - C. To ensure understanding and improve performance**
  - D. To show you know more than the trainer**
- 9. Which of the following is NOT a reason why professional conduct is important?**
- A. Helps you make more money**
  - B. Serves as a model for others**
  - C. Individual credibility**
  - D. Credibility for the field of ABA**
- 10. Which of the following is not considered a right of clients?**
- A. Protection from harm**
  - B. Competent professionals delivering services**
  - C. Effective services**
  - D. The best professionals in every field**

## **Answers**

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1. A
2. B
3. D
4. B
5. B
6. B
7. C
8. C
9. A
10. D

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## **Explanations**

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**1. Which scenario represents appropriate disposal of old client records by a behavior analyst?**

- A. Mark shreds all records using codes to track them**
- B. Mark throws the records in the garbage**
- C. Mark brings all the records to the town dumpster**
- D. Mark keeps everything locked but does not shred them**

The appropriate disposal of old client records by a behavior analyst is best represented by the action of shredding the records while using codes to track them. This approach adheres to ethical and professional standards concerning confidentiality and privacy. Shredding ensures that sensitive client information is destroyed in a way that prevents unauthorized access or retrieval, which is crucial in maintaining client confidentiality. By using codes for tracking, Mark still maintains some level of organization and accountability regarding the records disposed of, while ensuring that no personally identifiable information is exposed. This method reflects a commitment to ethical responsibilities and is in line with best practices for handling confidential client information. In contrast, the other scenarios do not sufficiently protect client information. Disposing of records in the garbage or at a dumpster could easily lead to exposure of private information, which violates confidentiality ethics. Keeping records locked without shredding them doesn't resolve the risk of past clients' information being compromised if the locked records are breached or accessed without authorization. Therefore, the action of shredding while using codes strikes the right balance between thoroughness in disposal and maintaining a professional standard.

**2. What is one way technology can enhance ethical practices?**

- A. By removing the need for ethical standards**
- B. By facilitating better communication of ethical values**
- C. By creating more ethical dilemmas**
- D. By complicating decision-making processes**

Utilizing technology to facilitate better communication of ethical values is a powerful way to enhance ethical practices. Technology provides various platforms, such as social media, online training modules, and communication tools, that can help organizations disseminate their ethical standards and values more effectively to employees and stakeholders. By using these platforms, organizations can ensure that ethical guidelines are clearly communicated, understood, and upheld. Additionally, technology can aid in raising awareness about the importance of ethics, fostering a culture of accountability and transparency within an organization. This improved communication also allows for ongoing discussions about ethical dilemmas, thus reinforcing ethical behavior among individuals and teams. In contrast, the other options suggest scenarios that do not support the enhancement of ethical practices. The idea of removing the need for ethical standards overlooks the fundamental necessity of a framework for guiding behavior. Creating more ethical dilemmas and complicating decision-making processes indicate increased challenges rather than enhancements to ethical practices.

### **3. For how many years should client records be retained?**

- A. 10**
- B. 15**
- C. 5**
- D. 7**

Client records retention is a critical aspect of ethical and professional practice across various fields, including healthcare, finance, and legal professions. The general recommendation is to retain client records for a minimum period that aligns with legal requirements, regulatory policies, and best practices within the profession. In many cases, retaining records for seven years is a widely accepted standard. This duration is often linked to statutes of limitations, which is the period during which a client can file a legal claim related to the services received. By keeping records for seven years, professionals ensure they are maintaining adequate documentation, which can serve as necessary evidence if any disputes arise. Additionally, retaining records for this duration helps in ongoing case management and allows for continuity of care or service for clients, especially in fields like healthcare, where revisiting past records can be critical for future treatments or services. While some professions may require longer retention periods, the seven-year standard reflects a balance between practical needs and regulatory compliance. This makes it a well-established timeframe recognized across many sectors for safeguarding both client information and professional accountability. Therefore, retaining client records for seven years aligns with ethical practices, supports effective service delivery, and is often in compliance with legal requirements.

### **4. True or False: Engaging in discussions and debates during feedback sessions is encouraged.**

- A. True**
- B. False**

Engaging in discussions and debates during feedback sessions is indeed encouraged, which makes the correct answer true. Feedback sessions are valuable opportunities for growth, understanding, and collaboration. Encouraging open dialogue allows participants to express their thoughts, clarify misunderstandings, and gain diverse perspectives on the feedback provided. This collaborative approach fosters a more comprehensive understanding of the issues at hand and promotes a culture of learning and improvement. By discussing the feedback openly, individuals can also reflect on their own viewpoints, integrate constructive criticism effectively, and contribute ideas that may enhance future performance. Such interactions can lead to greater engagement and motivation as people feel heard and valued within the learning environment. In contrast, dismissing the value of discussion during feedback sessions can hinder effective communication and limit opportunities for learning. It may create a one-sided experience where the feedback is not fully assimilated or appreciated, thus negating the potential benefits of the session. It is through discussion that feedback can be transformed into actionable insights.

**5. What is the importance of the supervisor's role in the training process?**

- A. To monitor only**
- B. To guide and assess the trainee**
- C. To eliminate errors**
- D. To approve client interactions**

The supervisor's role in the training process is critical for fostering a productive learning environment. By guiding and assessing the trainee, the supervisor provides necessary support, feedback, and direction that help develop the trainee's skills and understanding. This guidance is essential as it enables trainees to apply theoretical knowledge in practical scenarios, promoting skill acquisition and confidence in their abilities. Additionally, through assessment, supervisors can identify areas where trainees may require further instruction or practice, ensuring that their professional development is tailored to meet their individual needs. This dynamic interaction not only enhances the trainee's experience but also maintains the standards of the training program and the organization.

**6. When collecting data, behavior analysts should use which of the following?**

- A. Nothing; data collection is not required**
- B. Techniques standard to behavior analysis**
- C. Techniques standard to education**
- D. Techniques standard to psychology**

The correct answer is that behavior analysts should use techniques standard to behavior analysis when collecting data. This choice emphasizes the importance of employing methodologies that are specifically developed for the analysis of behavior. These techniques, such as direct observation, frequency counts, and ABC (antecedent-behavior-consequence) data collection, are designed to capture the nuances of behavior occurrences in a structured and scientifically valid manner. This approach is essential because behavior analysis as a field relies heavily on empirical evidence and data to inform intervention strategies and assess their effectiveness. Using standardized techniques helps ensure reliability and validity in measurements, which is critical for making informed decisions about behavioral interventions. In contrast, the options that suggest using techniques standard to education or psychology may not fully align with the specific focus and requirements of behavior analysis. While education and psychology have valuable data collection methods, they may not adequately capture the operational definitions and contingencies required in behavior analysis. Data collection techniques in behavior analysis are tailored to assess behavior directly and systematically, making them the most appropriate choice for practitioners in this field.

**7. What rule did Janine violate by discussing client details in a public setting?**

- A. Not talking about clients to anyone**
- B. Discussing clients only in private settings**
- C. Not discussing clients in public places**
- D. Breaking confidentiality when harm is at risk**

Janine violated the principle of confidentiality by discussing client details in a public setting. Confidentiality is a critical aspect of ethical behavior in any professional field, especially those involving sensitive client information, such as healthcare, counseling, or legal services. By speaking about client details in a public place, Janine placed her clients' private information at risk of being overheard by unintended parties, thereby breaching the trust that clients place in their professionals. This action is particularly problematic because it undermines the professional obligation to protect client confidentiality and can lead to serious repercussions for both the client and the professional relationship. The emphasis on public places highlights the heightened risk associated with sharing potentially sensitive information in environments where others can listen or be aware of the conversation. The violation is more explicitly stated in this context, making it clear that there are specific settings where discussing client information is inappropriate, particularly those lacking privacy.

**8. What is the purpose of asking clarifying questions during feedback?**

- A. To challenge the trainer's authority**
- B. To further engage in a discussion**
- C. To ensure understanding and improve performance**
- D. To show you know more than the trainer**

Asking clarifying questions during feedback serves the crucial purpose of ensuring understanding, which is vital for improving performance. When feedback is provided, it may contain complex ideas or suggestions that require further explanation. By posing clarifying questions, individuals can confirm their comprehension of the feedback and the expectations set forth. This dialogue not only reinforces understanding but also allows for deeper exploration of the topic, leading to enhanced learning and application of the feedback. Ultimately, this process helps to identify any gaps in knowledge or areas needing development, paving the way for more effective performance improvements. Understanding feedback clearly is essential for implementing changes that align with the trainer's guidance and goals.

**9. Which of the following is NOT a reason why professional conduct is important?**

- A. Helps you make more money**
- B. Serves as a model for others**
- C. Individual credibility**
- D. Credibility for the field of ABA**

Professional conduct is essential for several key reasons that contribute to the overall integrity and effectiveness of a profession, such as applied behavior analysis (ABA). The first reason, that professionalism serves as a model for others, underscores the importance of role modeling ethical behavior and practices in a field that involves sensitive and impactful work with individuals and communities. Furthermore, individual credibility is vital in building trust with clients, colleagues, and the wider community, reinforcing the idea that professionals are reliable and adhere to established ethical standards. The credibility of the field of ABA is equally important, as the overall perception of the discipline relies heavily on the ethical behavior of its practitioners. When behavior analysts conduct themselves professionally, it reflects positively on the entire field, ensuring that the public maintains trust in the services provided. On the other hand, while making more money can sometimes be a byproduct of professional conduct, it is not an inherent reason for its importance. The core focus of professional conduct revolves around ethical behavior, accountability, and commitment to quality practice rather than financial incentives.

**10. Which of the following is not considered a right of clients?**

- A. Protection from harm**
- B. Competent professionals delivering services**
- C. Effective services**
- D. The best professionals in every field**

The option referring to "the best professionals in every field" is not considered a right of clients because client rights typically focus on the standards and quality of services provided rather than the specific qualifications of the professionals themselves. Clients are entitled to protection from harm, competent professionals delivering services, and effective services—these are fundamental aspects that ensure their well-being and the quality of care they receive. While clients may hope to work with highly skilled professionals, it is impractical and unrealistic to assert that they are entitled to the "best" professionals in every field since this concept is subjective and varies based on numerous factors, including availability, specialization, and other situational nuances. Client rights are grounded in the assurance of ethical practices and professional standards rather than a guarantee of top-tier professionals at all times.