



Complaint Form

To maintain the quality of IBHRE's certification program and to maintain fairness and impartiality, IBHRE's Executive Director reviews all complaints, reports to IBHRE's Board of Directors, and responds accordingly.

Part I

Submitted by (Name): _____

Address: _____

Telephone: _____

Email: _____

The complaint is about:

- The certification process including but not limited to the application and eligibility process
- Certification materials including but not limited to marketing, preparatory materials, or exam
- IBHRE management or personnel
- A grievance of misconduct
 - An IBHRE certified individual (Name: _____)
 - An IBHRE certification applicant (Name: _____)
- Other

Part II

Summarize the complaint (use additional sheets if necessary – include date(s), persons involved, observed behavior, and/or communication, etc. as appropriate).

Part III (grievances regarding the IBHRE Code of Ethics)

If applicable, explain how you believe this incident is in violation of the IBHRE Code of Ethics.

Complainant's relationship with person whom complaint is being filed:

supervisor coworker patient
 program director/academic advisor other (specify): _____

Other persons with knowledge of the incident(s):

Name: _____

Address: _____

Telephone: _____

Email: _____

The information that I have provided is an accurate description of the event(s) that occurred.

Signature of person filing complaint: _____

Date: _____

Forward the completed Complaint Form to Tracy Lofty, IBHRE's Executive Director,
at tlofty@hrsonline.org.