



## Complaint and Grievance Form

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

### Part I

Submitted by (Name): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

This 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 (Refer to Certification Grievance Policy)
  - An IBHRE certified individual (Name): \_\_\_\_\_
  - An IBHRE certified 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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

supervisor                       coworker                       patient

program director/academic advisor

other (specify): \_\_\_\_\_

If complaint is against IBHRE staff or the certification process and materials, specify your position:

applicant/examinee                       IBHRE certified

5.12.2020