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