

**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 (specify):

**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

[ ]  **I Accept (By selecting the “I Accept” button, you are signing this form electronically. You agree that your electronic signature is the legal equivalent of your manual signature.**

7.19.2024