

## **Ethics Charge Statement**

This form is supplied by the Board of Certification/Accreditation (BOC) to individuals, groups or organizations (complainants) who want to submit an ethics complaint against a BOC certificant. To initiate the ethics complaint process, each complainant must complete this form, detailing description of the factual allegations supporting the charges, and send this information to:

Attn: Accreditation, Certification and Ethics Review Committee Board of Certification/Accreditation 10461 Mill Run Circle, Suite 1250 Owings Mills, MD 21117 Chief Credentialing Officer Direct Fax: 410.753.8724

The BOC strongly recommends that all complainants review the BOC <u>Code of Ethics</u> and the BOC <u>Ethics Case</u> <u>Procedures</u> before and during the preparation of an Ethics Charge Statement in order to understand the organization's procedures and ethical standards.

(Please Print in Ink or Type	e the Following Information)	
Complainant's Name (your name):		
Complainant's Address:		
Complainant's Email:		
Complainant's Phone #: (Day)	(Cell)	
Certificant's Name:		
Certificant's Address:		



## INFORMATION TO BE SUPPLIED BY THE COMPLAINANT

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1.	Statement of Complaint: The following is a summary and statement of the facts, which the complainant believes support the issuance of a formal ethics complaint by the BOC. This factual statement must include a clear explanation of the alleged unethical certificant's conduct. The statement need not include all of the evidence the complainant is prepared to present; however, the complainant must explain the facts in sufficient detail to permit the respondent certificant to answer the allegations. If the space below is not sufficient, additional pages may be used and attached.
2.	Applicable Provisions of the Code of Ethics: The complainant should list all provisions of the BOC Code of Ethics that
2.	Applicable Provisions of the Code of Ethics: The complainant should list all provisions of the BOC Code of Ethics that are relevant to this ethics case and all Code provisions that the complainant believes should be considered with respect to the ethics case. Please review and refer to the current BOC Code of Ethics.
3.	Related Actions: The complainant should list any actions taken or contemplated that are directed at the same or related complaints. For example, the complainant should identify any complaints filed with state licensure or regulatory boards,
	courts or judicial forums, employers, etc.



4. List of Witnesses and Documents to be Submitted and Considered:
STATEMENT AND CERTIFICATION OF CHARGES
By submitting this Ethics Charge Statement, I charge the BOC certificant identified with a violation(s) of the BOC <u>Code of Ethics</u> . I have read the BOC <u>Ethics Case Procedures</u> , and I agree to abide by the conditions and terms of these rules. understand that the information submitted to the BOC concerning this ethics proceeding will be kept confidential, as se forth in the <u>Ethics Case Procedures</u> . I also understand that the accused BOC certificant (respondent) will receive a copy of this document, as well as other information that is submitted with regard to the ethics case.
I further certify that the factual allegations made in this BOC Ethics Charge Statement are true and accurate to the bes of my knowledge and that these ethics charges are made in good faith.
Signature of Complainant Date