

BCSP has the authority to investigate complaints, and if necessary, recommend action against an individual's certification status. When based on clear and convincing evidence, sanctions imposed may range from private reprimands to the permanent loss of certification.

Types of complaints include:

ETHICS VIOLATION

Individuals who hold status with BCSP must abide by BCSP Code of Ethics that outlines the professional responsibilities of our applicants, candidates, and credential holders. Action is taken when there is clear evidence that the Code of Ethics has been violated. Dissatisfaction with a BCSP credential holder is not necessarily sufficient grounds for disciplinary action. The Chief Executive Officer reviews the evidence and may bring charges against a credential holder. Charges are brought to the Executive Committee for review and possible disciplinary action in accordance with BCSP Disciplinary Policy.

UNAUTHORIZED USE

BCSP has a policy and procedure for challenging individuals who claim to hold a credential issued by BCSP, who have not achieved or are not authorized to use the credential. You may search our online directory to determine whether someone currently holds any BCSP credentials at DIRECTORY.BCSP.ORG. Individuals who misrepresent themselves and have been penalized for misuse of our credentials are published on BCSP Certification Directory web page, under Unauthorized Use Directory section.

All complaints must be submitted in writing and filed with the BCSP Complaint Form along with any supporting documentation you wish to provide. A complaint cannot be submitted anonymously. Valid complaints are thoroughly investigated and may take six months or longer to conclude.

BCSP acts fairly in carrying out its responsibilities to the public and protecting the rights of accused individuals.

If you have questions about filing a complaint, please contact the Executive Department at +1 317-960-3811 or at complaint@bcsp.org.

PLEASE CHECK ALL THAT APPLY: Ethics Violation Unauthorized Use

Note: Section 1 and 2 are required. The complaint cannot be processed without the required information. Please fill out the remaining sections to the best of your ability.

1. Complaint is Filed Against:

*Name: _____

*Address: _____
Street City State Zip Code

Phone: _____ *Email: _____

2. Person Filing Complaint:

*Name: _____

*Address: _____

Street

City

State

Zip Code

Phone: _____ *Email: _____

3. Complainant's relationship with the person against whom the complaint is being filed (e.g., supervisor, coworker, colleague, etc.):

4. Summary of complaint:

5. ETHICS VIOLATION: State in your own words which Standard(s) has been violated and how this incident(s) relates to the BCSP Code of Ethics ([BCSP.ORG/Policies-Forms](https://www.bcsp.org/policies-forms)).

1. HOLD 2. BE 3. ISSUE 4. UNDERTAKE 5. AVOID 6. CONDUCT 7. ACT 8. SEEK

Describe violation:

6. Brief summary on how you obtained the information:

List any supporting documentation or examples. Email all supporting documentation to complaint@bcsp.org.
Examples for unauthorized use cases may include business cards, resumes, or signed letter using the credential.

By making these statements, I understand that I am aware that BCSP may or may not have to release my name to the accused. I trust the statements made here to be accurate, correct, complete, and not misleading. I believe the above-described act(s) to have been in violation of the BCSP Code of Ethics, Disciplinary Action Policy, or Unauthorized Use Policy.

I understand that making false claims could result in charges being brought against me.

Complainant Signature: _____ Date: _____