



## Complaint and Disciplinary Form

In order to maintain and enhance the credibility of HRCI certification programs, HRCI has adopted *HRCI's Complaint and Discipline Policy* to allow consumers and others to bring complaints concerning a certificant's conduct to HRCI. If a violation constitutes grounds for sanctions as set forth in the policy, the Certification Council established by the HRCI Board may reprimand or revoke the individual's certification.

Before filing a complaint, review [HRCI's Complaint and Discipline Policy](#) for the list of grounds for sanctions under this policy.

### CONTACT INFORMATION OF COMPLAINANT

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NAME

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PHONE

EMAIL

### NATURE OF ALLEGATION

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NAME OF ACCUSED

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ADDRESS OF ACCUSED

PHONE NUMBER OF ACCUSED

### PLEASE INDICATE WHICH ACTION IS PART OF THIS COMPLAINT:

- a. Violation of established HRCI certification program policies, rules, and requirements;
- b. Fraud or misrepresentation in the application for, or maintenance of, certification;
- c. An irregular event in connection with a HR Certification examination, including (but not limited to) copying examination materials, causing a disruption in the testing area, and failure to abide by reasonable test administration rules;
- d. Taking the exam for any purpose other than that of becoming credentialed in the area referenced in the title of the exam;

- e. Disclosing, publishing, reproducing, summarizing, paraphrasing, or transmitting any portion of the exam in any form or by any means, verbal, written, electronic or mechanical, without the prior express written permission of HRCI;
- f. Unauthorized possession or misuse of HRCI credentials, examinations, and other intellectual property, including but not limited to: aPHR®, aPHRI™, PHR®, PHRca®, PHRI™, SPHR®, SPHRI™ and GPHR®;
- g. Misrepresentation of credential status;
- h. Failure to provide requested information in a timely manner;
- i. Conviction of a felony under federal or state law in a matter related to the practice of, or qualifications for, professional activity.

**ADDITIONAL DETAILS:** \_\_\_\_\_

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**RELATIONSHIP OF THE ACCUSED TO COMPLAINANT**

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**I GIVE MY PERMISSION TO BE IDENTIFIED AS THE PERSON SUBMITTING THIS CLAIM**

**YES**                       **NO**

I have read and agree to abide by the policies and procedures set forth in "HRCI's Complaints and Discipline Policy."

I hereby attest that the above information is true.

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SIGNATURE OF COMPLAINANT

DATE

Please submit this complaint by:

Mail: HRCI  
Attn: Customer Experience Manager  
1725 Duke Street, Suite 700  
Alexandria, VA 22314 USA

Email: [certdirector@hrci.org](mailto:certdirector@hrci.org)