



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

NAME

PHONE

EMAIL

NATURE OF ALLEGATION

NAME OF ACCUSED

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: _____

RELATIONSHIP OF THE ACCUSED TO COMPLAINANT

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 the "HR Certification Institute's Complaints and Discipline Policy."

I hereby attest that the above information is true.

SIGNATURE OF COMPLAINANT

DATE

Please submit this complaint by:

Mail: HR Certification Institute
Attn: Client Relations & Services
1725 Duke Street, Suite 700
Alexandria, VA 22314
USA

Email: certdirector@hrci.org