

# APPEAL REQUESTS & COMPLAINT REPORT FORM

The purpose of this form is for individuals seeking to request an appeal of a NCSG Certification Committee decision as well as for individuals seeking to report a complaint regarding a certification program and/or an individual candidate/certificant. Please access the Candidate Handbook for policies and procedures related to appeals, and program and individual complaints. The completed form and all supporting documentation must be returned to NCSG by email at [jessica@ncsg.org](mailto:jessica@ncsg.org). The information provided within this form will be treated as confidential by NCSG except as required by law.

## Individual Submitting Information

<b>First Name</b>	
<b>Last Name</b>	
<b>Title</b>	
<b>Company</b>	
<b>Email Address</b>	
<b>Phone</b>	

Please check the corresponding box to indicate if you are requesting an appeal and/or registering a complaint. Please then share additional detail in the corresponding section below.

<input type="checkbox"/>	<b>Request for Appeal</b>
<input type="checkbox"/>	<b>Report Complaint regarding Program</b>
<input type="checkbox"/>	<b>Report Complaint regarding Individual Candidate/Certificant</b>

## Request for Appeal

Please select the activity for which you are requesting an appeal (check all that apply).

<input type="checkbox"/>	<b>Certification Eligibility</b>
<input type="checkbox"/>	<b>Certification Status</b>
<input type="checkbox"/>	<b>Recertification Eligibility</b>
<input type="checkbox"/>	<b>Other (please describe):</b>

Please explain your reason for requesting the appeal. Be as specific as possible.

**Report Complaint Regarding Program**

Please select the activity for which you are registering a complaint (check all that apply).

<input type="checkbox"/>	<b>Initial application processing</b>
<input type="checkbox"/>	<b>Recertification application processing</b>
<input type="checkbox"/>	<b>Exam scheduling</b>
<input type="checkbox"/>	<b>Exam conditions</b>
<input type="checkbox"/>	<b>Other (please describe):</b>

Please describe the nature of the complaint, supporting information, and the remedy requested. Be as specific as possible.

## Report Complaint Regarding Individual Candidate/Certificant

### *Individual Against Whom You are Registering a Complaint*

A complaint against an individual candidate/certificant must be submitted in writing via this form and meet the following criteria:

- Made against a candidate or current holder of a NCSG certification
- Specific to a section of the NCSG Code of Ethics (available on the NCSG website)
- Supported by specific evidence

<b>First Name</b>	
<b>Last Name</b>	
<b>Title</b>	
<b>Company</b>	
<b>Certification ID# (if available)</b>	

Category for which you are filing a complaint (check all that apply)

<input type="checkbox"/>	<b>Violation of Code of Ethics</b>
<input type="checkbox"/>	<b>Violation of Certification Policies</b>
<input type="checkbox"/>	<b>Other (please describe):</b>

Please describe the nature of the complaint, which code of ethics or certification policy you believe was violated, supporting information, and the remedy requested. Be as specific as possible.

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