



2215 Constitution Avenue NW, Suite 101, Washington, DC 20037
Tel. 800-363-8012 Fax 202-888-1699
www.ptcb.org

CONDUCT CHARGE STATEMENT

NOTE: This form is supplied by the Pharmacy Technician Certification Board (PTCB) to individuals, groups or organizations (Complainants) who want to submit a conduct complaint against a PTCB certificant or candidate. In order to start the conduct complaint process, each Complainant must complete this form, or prepare a similar detailed description of the factual allegations supporting the charges, and send this information to:

PTCB, 2215 Constitution Avenue, NW, Suite 101, Washington, DC 20037

PTCB strongly recommends that all Complainants review the PTCB Code of Conduct and the PTCB Conduct Case Procedures before and during the preparation of a Conduct Charge Statement in order to understand the organization's procedures and ethical standards.

(Please Print In Ink or Type)

Complainant Name (your name): _____

Complainant Address: _____

Complainant Phone #: (Day) _____ (Evening) _____

Candidate/Certificant Name: _____

Candidate/Certificant Address: _____

Candidate/Certificant Phone #: _____

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, and employers.

4. List of Witnesses and Documents to be Submitted and Considered:

STATEMENT AND CERTIFICATION OF CHARGES

By submitting this Conduct Charge Statement, I represent that I believe that the identified PTCB candidate/certificant has violated the PTCB Code of Conduct as indicated. I have read the PTCB Conduct Case Procedures, and I agree to abide by the conditions and terms of these rules. I understand that the information submitted to PTCB concerning this conduct matter will be kept confidential, as set forth in the Conduct Case Procedures. I also understand that the accused PTCB certificant/candidate will receive a copy of this document, as well as other information that is submitted with regard to the conduct case.

I further certify that the factual allegations made in this PTCB Conduct Charge Statement are true and accurate to the best of my knowledge and that these conducts charges are made in good faith.

Signature of Complainant: _____

Date: _____