



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 via email to contact@ptcb.org or fax (202-888-1699) to **ATTN: PTCB Certification Operations, Conduct Charge Statement**.

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 #: _____

INFORMATION TO BE SUPPLIED BY THE COMPLAINANT

1. Statement of Complaint: The following is a summary and statement of the facts, which the Complainant believes support the issuance of a formal conduct complaint by the PTCB. This factual statement must include a clear explanation of the certificant's alleged conduct. The statement need not include all of the information that the Complainant is prepared to present; however, the Complainant must explain the facts in sufficient detail to permit the respondent certificant to answer the allegations. If the space below is not sufficient, additional pages may be used and attached.

2. Applicable Provisions of the Code of Conduct: The Complainant should list all provisions of the PTCB Code of Conduct that are relevant to this ethics case and all Code provisions that the complainant believes should be considered with respect to the case. Please review and refer to the current PTCB Code of Conduct.

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: _____