Conduct Charge Statement

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 credential holder or candidate. In order to start the conduct complaint process, each Complainant must complete this form, which should include a detailed description of the factual allegations supporting the charges, including supporting documentation, and send this information to contact@ptcb.org with the subject line **ATTN: PTCB Conduct Charge Statement.**

Complainants should review the Code of Conduct and the 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 #: _____

Candidate/Credential Holder Name: _____

Candidate/Credential Holder Address: _____

Candidate/Credential Holder 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 credential holder's alleged conduct. The statement must 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 credential holder 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 Code of Conduct and all Code provisions that the Complainant believes have been violated with respect to the case. Please review and refer to the current Code of Conduct.

3. **<u>Related Actions</u>:** The Complainant should list any third-party 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, or employers.

4. **<u>List of Witnesses and Documents to be Submitted and Considered:</u>**

STATEMENT AND CERTIFICATION OF CHARGES

By submitting this Conduct Charge Statement, I represent that I believe that the identified PTCB credential holder/candidate has violated the Code of Conduct as indicated. I have read the Conduct Case Procedures and 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 credential holder/candidate may receive a copy of this document, as well as any other information submitted with regard to the conduct case.

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

Signature of Complainant: _____

Date: _____