

# Formal Ethics Complaint Form

## Instructions

Formal complaints regarding ethical misconduct must be made in writing and mailed to the address below or submitted in digital form to [ethics@naspweb.org](mailto:ethics@naspweb.org). Note that the EPPB may not act solely on the basis of an anonymous complaint.

Before submitting this form, please refer to the [NASP Professional Ethics](#) website for important information and resources, including steps for effective resolution of ethical concerns and complaints. Be sure to carefully read the release form before signing it, as well as the [EPPB Procedures](#). Signing the form permits the release of information as described in that section. After completing both forms, please submit them and any supplemental materials to:

NASP Ethical and Professional Practices Board  
Attn: Eric Rossen, Director, Professional Development & Standards  
4340 East-West Highway., Suite 402  
Bethesda, MD 20814  
[ethics@naspweb.org](mailto:ethics@naspweb.org)

The [NASP webpage for Professional Ethics](#) has additional information about the Board's procedures.

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## Complainant

Your name:

Address:

Phone:

E-mail:

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## Respondent (Please provide as much information as possible.)

Respondent's name:

Position:

Employer:

Address:

Phone:

E-mail:

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**Concern:** Please provide: (a) a detailed description of the facts supporting the complaint; (b) a description of any steps taken to address the situation explained in the complaint, and the results thereof; (c) the specific Standard(s) of the NASP [Principles for Professional Ethics](#) alleged to have been violated and an explanation as to how the Standard(s) were violated; and (d) any supporting documentation related to the complaint.

**Facts Supporting the Complaint**

**Steps Taken to Address the Situation**

**Alleged Violations**

**Supporting Documents**

If you wish to submit supporting documentation, please submit or scan and attach as a pdf file.

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Complainant's Signature

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Date

## Ethics Complaint Release of Information

### Please read carefully before signing.

By signing and submitting the information in this complaint, I affirm:

1. I have the authority to provide the EPPB with the supporting documents provided;
2. the release of the supporting documents to NASP does not violate HIPAA, FERPA, or any other state, local, or federal law; and
3. I have obtained any required permission to release such documentation to the EPPB.

By signing this form, I acknowledge that I have granted my permission to initiate an inquiry against the respondent based on the allegations outlined in this complaint. I acknowledge that a copy of the complaint form, any accompanying letters of complaint and supporting documentation, including any future documentation I may provide to the EPPB, will be sent by the EPPB to the respondent in the event that an inquiry is initiated.

Additionally, I authorize the NASP Ethical and Professional Practices Board to disclose all information I have provided to the EPPB members, appropriate NASP staff, legal counsel, and experts involved in handling the complaint. In the event of an appeal, I understand that the information provided may also be reviewed by members of the Appeal Panel. I have read EPPB's procedures and understand that:

1. The EPPB will assure the responsible use of all information obtained.
2. The EPPB's activities may be discussed and records shared among EPPB members, the Staff Liaison, ex officio members, other NASP staff as determined by the Executive Director as well as Panel members who have been appointed to review appealed EPPB decisions.
3. I waive my right to subpoena from NASP or its agents, for the purposes of private civil litigation, any documents or information concerning the complaint.
4. I understand that the EPPB may need to review personally identifiable information about my child(ren). I authorize the previously named respondent to disclose to the EPPB any relevant personally identifiable information about my child(ren) and family as well as any other information that is directly related to the circumstances in which I am alleging ethical misconduct to have occurred. This information will be used only for purposes of this investigation, and it will be maintained in a confidential file as provided by the [\*Ethical and Professional Practices Board Procedures\*](#), which have been made available to me.

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Signature

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Date