



# NCCA Complaint Form

Please e-mail your complaint and supporting documentation to [info@credentialingexcellence.org](mailto:info@credentialingexcellence.org).

**Name of person making complaint:**

*Complainant's identity shall remain confidential, unless the circumstances reasonably require disclosure or the complainant waives confidentiality protection.*

**Email Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Please be aware that the NCCA can act when there is evidence of violation of one of the accreditation standards only.** It does NOT have jurisdiction in enforcing eligibility or other policies and in adjudicating disputes over the interpretation and implementation for a specific organization's certification program. Appeals of any decisions must be handled through the certifying body.

Complaints alleging violations of the NCCA Standards or a written NCCA Policy must be filed in writing on the appropriate form and provide details, with appropriate supporting documentation, of how one or more particular Standards or Policies is being/has been violated by an accredited certification program.

**NCCA Standard(s) or Policy in Violation:**

**Nature of Complaint:**

**Supporting Documents** (please describe or list the supporting evidence or documentation that will be attached with this complaint):

I agree to keep confidential the complaint filing and all other correspondence or communications related to investigation and review of the complaint and the outcome of the review. If the final determination by the Commission following any appeal affects a program's accredited status, that determination will be made public by the NCCA.

I understand the NCCA reserves the right to terminate its investigation if confidentiality is breached and to take appropriate legal action if warranted.

I confirm that I have read, understand, and agree to the policies in the [NCCA policy document](#) (see VII. Disciplinary Policy & Procedures.)

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Signature

Date