

## Grievance Complaint Form

Please type or print in ink.

Have you verified that the person you want to file against is associated with Constructed Awareness (must be a trainer/facilitator)?

Yes  No

If not, please contact [info@tylerorr.com](mailto:info@tylerorr.com) to make sure that the individual is associated with Constructed Awareness. Constructed Awareness cannot process complaints against those that are not associated with Constructed Awareness.

Full Name of person making complaint:

Address:

Phone:

Email (If you attended a Constructed Awareness training, please use the email you registered with):

Did you attend Constructed Awareness training?  Yes  No

If yes, which training(s) or workshop(s) did you attend?

If no, please explain your association with Constructed Awareness:

Full name of the Trainer/Facilitator this complaint or grievance is in regards to:

When did the alleged misconduct occur for which you are filing this form?

What is the most recent date of the alleged misconduct?

Have you discussed this situation with the trainer/facilitator you are complaining about?

Yes  No

Have you filed a complaint with any other organization(s) related to this misconduct?

Yes  No

If yes, please indicate below:

Yes, State Licensing Board

Date:

Status:

Yes, NBCC

Date:

Status:

Yes, APA

Date:

Status:

Yes, civil suit (e.g., malpractice suit)    Date: \_\_\_\_\_    Status: \_\_\_\_\_

Please answer the following questions to help us to understand your complaint:

Summarize for us in 2-3 sentences the nature of the alleged misconduct:

Summarize for us in 2-3 sentences the "Code of Conduct" you believe has been violated:

On separate paper, please type (or print neatly in ink) the following information while being as concise as possible:

1. A summary of the events in chronological order leading up to the misconduct, including the most important dates related to the behavior by the trainer/facilitator.
2. A complete account of the misconduct at issue.
3. Any relevant information about what happened after the misconduct occurred.
4. Any steps you have taken to address this situation.

Please send us photocopies (not originals) of any evidence you have related to your allegations.

**Note:** Please only send documents directly relevant to your complaint. A large volume of unnecessary documentation may delay the completion of review of your complaint.

If this is a billing matter, have you included all the relevant documents?

Yes  No  NA

Please sign each of the releases below without modification. We will only process your complaint form if these releases are complete. If they are incomplete, processing of your complaint will be delayed while we return this form to you for your signature.

### **Releases**

I hereby grant the trainer/facilitator(s) against whom I am making this complaint permission to give Constructed Awareness any confidential information regarding myself—including but not limited to: any records of our interactions, clearance to answer all questions Constructed Awareness may have in order to address my grievance, and therein release the trainer/facilitator from liability related to the disclosure of my confidential information to Constructed Awareness for the sole purpose of resolving my complaint.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby grant Constructed Awareness permission to send to the trainer/facilitator against whom I am making this complaint copies of any materials or information submitted by me or on my behalf concerning this complaint, and I release Constructed Awareness from all liability related to the disclosure of my confidential information as part of resolving my grievance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return the completed form and documentation to:

*Constructed Awareness*

*6801 Sam Smith Rd*

*Birchwood, TN 37308*