## ETHICS CHARGE STATEMENT

**NOTE:** This form is supplied by the National Board for Certification of Orthopaedic Technologists, Inc. (NBCOT) to individuals, groups or organizations (Complainants) who want to submit ethical conduct allegations concerning an NBCOT certificant, or candidate for certification. In order to start the ethics 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 to:

National Board for Certification of Orthopaedic Technologists, Inc. (NBCOT)
4736 Onondaga Blvd. #166
Syracuse, NY 13219-3304

NBCOT strongly recommends that all Complainants review the NBCOT <u>Code of Ethics</u>, as well as the NBCOT <u>Ethics Case Procedures</u>, before and during the preparation of an Ethics Charge Statement in order to understand the organization's procedures and ethical standards. You will find these policies on the NBCOT Internet site, located at <a href="http://www.nbcot.net/">http://www.nbcot.net/</a>. Complainants may also telephone the Executive Director at (866) 466-2268 between 9:15 AM - 5:00 PM Eastern Standard time, weekdays, with any questions concerning the process.

(Please Print In Ink or Type the Following Information)	
Complainant's Name (your name):	_
Complainant's Address:	_
	-
Complainant's Phone #: (Day) (Evening)	
Certificant/Candidate's (Respondent) Name:	-
Certification No. (if known, and if applicable):	
Certificant/Candidate's Address:	
Certificant/Candidate's Phone No.:	

## INFORMATION TO BE SUPPLIED BY THE COMPLAINANT

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

2. <u>Applicable Provisions of the Code of Ethics</u>: The Complainant should list all provisions of the NBCOT <u>Code of Ethics</u> that are relevant to this ethics case and all <u>Code</u> provisions that the Complainant believes should be considered with respect to the case. Please review and refer to the current NBCOT Code of Ethics.

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, professional membership associations or organizations, and/or employers.

4. <u>List of Witnesses and Documents to be Submitted and Considered</u> :
STATEMENT AND CERTIFICATION OF CHARGES
By submitting this Ethics Charge Statement, I charge the certificant/candidate identified with a violation(s) of the NBCOT <u>Code of Ethics</u> . I have read the NBCOT <u>Ethics Case Procedures</u> , and I agree to abide by the conditions and terms of these rules. I understand that the information submitted to NBCOT concerning this ethics proceeding will be kept confidential, as set forth in the <u>Ethics Case Procedures</u> . I also understand that the accused certificant/candidate (Respondent) will receive a copy of this document, as well as other information that is submitted with regard to the ethics case.
I further certify that the factual allegations made in this NBCOT Ethics Charge Statement are true and accurate to the best of my knowledge and that these ethics charges are made in good faith.
Signature of Complainant:
Date: