



11242 Waples Mill Road, Suite 200
Fairfax, VA 22030
www.infocomm.org

703.273.7200
800.659.7469
703.278.8082 FAX

Certified Technology Specialist (CTS[®], CTS-I, CTS-D)

Professional Discipline Complaint Form

InfoComm International[®] and the Certified Technologist Specialist (CTS) Committee require all those certified as CTS, CTS-I or CTS-D to abide by current CTS Code of Professional Ethics (the "Code") as found at www.infocomm.org. When it is believed that a CTS, CTS-I or CTS-D has violated this Code, the first step is to complete this CTS Professional Discipline Complaint Form, which starts the formal investigation process.

Note: For matters involving other than a Certificant (i.e., someone believed to be utilizing the credential fraudulently), the complaint will be handled by contacting the InfoComm Director of Certification at certification@infocomm.org.

This Complaint Form must be completed in its entirety, signed, and submitted to InfoComm Director of Certification, Attention: Certification Office, 11242 Waples Mill Road, Suite 200, Fairfax, VA, 22030 **along with all suitable documentation in support of this complaint**. Upon receipt, the InfoComm Director of Certification will determine if a valid and complete complaint has been filed and, if so, forward to the CTS Ethics and Professional Disciplinary Committee (the "Committee") who will determine whether an inquiry can be initiated under its authority. Please be advised that the Committee will consider only matters regarding possible violations of the Code.

Please print or type legibly.

SECTION I

Your Name (herein referred to as "Complainant"): _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-Mail: _____

Relationship to CTS: Co-Worker, Employer, Patient, Other _____

SECTION II

Name of Certificant (must be a CTS, CTS-I, or CTS-D credentialed individual):

Address: _____

City: _____ State: _____ Zip: _____

Comments: _____

Please respond to each of the following:

SECTION III

Cite specific Code Sections alleged to have been violated.

SECTION IV

Cite the nature of your complaint and specific dates and events (please attach supplemental information and documents).

SECTION V

List and attach any supporting documentation:

IMPORTANT:

- (1) By signing this form, I affirm that the allegations set forth in this complaint and any accompanying materials are based on my own personal knowledge and are true and correct to the best of my knowledge and belief. I further affirm that I have submitted any and all information and materials that I believe relate to the allegations set forth in the complaint currently available to me, and I will provide the Committee with any and all additional information, if any, as it becomes available to me, whether or not requested by the Committee. I understand and agree that all information and materials provided by me in connection with this complaint may be considered or used as evidence by the Committee.

- (2) Further, by signing this form, I acknowledge that all information, including a copy of this complaint, any accompanying letters of complaint, and supporting documentation will be submitted to the Committee and the Certificant (in the event that an inquiry is initiated). I understand that, in the event an investigation is undertaken by the Committee, the Certificant will be requested to submit evidence addressing the allegations of the complaint. I understand that information submitted by the Certificant is subject to my further inspection and review and that I will have an opportunity to respond to such information. I further understand that the Certificant will enjoy the same rights with respect to any and all information provided by me and/or learned by the Committee.



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- (3) Further, by signing this form, I acknowledge that I must treat all information confidential, and that InfoComm and the Committee will keep all information it receives strictly confidential except if it discloses the information to its attorneys, the Certificant, or me, or is required by law, regulation, or court order to disclose the information.

- (4) I further acknowledge that I have read the enclosed Rules and Procedures and understand the process applicable to ethical and professional discipline complaints.

Complainant Signature

Date