

CSHSE COMPLAINT FORM

This form is to be used to register complaints regarding whether human service educational programs and/or those programs' institutions comply with the National Standards for Human Service Education. Complaints can come from students, faculty, or other parties. {CSHSE Member Handbook: Policy and Procedures for Complaints}

This form must be submitted to the CSHSE Vice President of Accreditation and can be sent by regular mail or submitted electronically in PDF format (no other electronic format will be accepted).

COMPLAINANT CONTACT INFORMATION

Complainant Name: _____

Street or P.O. Box Address _____

E-mail Address:

Phone

Number _____

COMPLAINT FACTS

Brief narrative describing the facts of the complainant: {Note: relevant documents that support the narrative describing the complaint MUST BE ATTACHED. Examples include *institutional and/or program policies, portions of course syllabi, assignments, learning agreements, etc.*}

Address the following:

1. Explain how the complaint is related to the CSHSE National Standards and Accreditation

2. Identify the Standard (s) and/or its Specification(s) that is/are relevant to the complaint.

PREVIOUS ATTEMPTED RESOLUTIONS

List all previous attempted resolutions regarding the complaint: {NOTE: Attach all documentation related to previous attempts to resolve the complaint.}

Complainant's

Signature _____

Date: _____

***If the complainant is bringing a complaint on behalf of another (e.g., son, daughter, client), she/he must include that individual's consent in writing to allow such communication.**