

Complaint Submission Form

118 College Dr. #5193 Hattiesburg, MS 39406

Please complete this form to file a formal complaint against a certification candidate or certified individual within 90 days of the incident's occurrence. Accepted complaints will be processed by the NCS4 certification director for staff review. If resolution by the staff is not possible, the complaint will be turned over to the Certification Commission. A decision will be communicated by written notice within 30 days of the final determination.

Please complete the following contact information:

Complainant Name:

Phone Number:

E-mail

Case Description

In the space provided, please describe the issue or concern including who is involved and when the issue occurred. **Include with this form any relevant supporting documents.**

Issue/concern:

Complainant Signature:

Date: