

## ETHICS CHARGE STATEMENT

**NOTE:** This form is supplied by the North American Board of Certified Energy Practitioners (NABCEP) to individuals, groups or organizations (Complainants) who want to submit ethical conduct allegations concerning a NABCEP certificant, or candidate for NABCEP 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:

**North American Board of Certified Energy Practitioners (NABCEP)  
56 Clifton Country Road, Suite 202  
Clifton Park, NY, 12065**

NABCEP strongly recommends that all Complainants review the NABCEP Code of Ethics & Standards of Conduct, as well as the NABCEP Ethics Case Procedures before and during the preparation of an Ethics Charge Statement in order to understand the organization's procedures and ethical standards.

**(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 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. **Statement of Complaint:** The following is a summary and statement of the facts which the Complainant believes support the issuance of a formal ethics complaint by the NABCEP. 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. **Applicable Provisions of the Code of Ethics & Standards of Conduct:** The Complainant should list all provisions of the NABCEP Code of Ethics & Standards of Conduct that are relevant to this ethics case and all Code provisions that the Complainant believes should be considered with respect to the case. Please review and refer to the current NABCEP Code of Ethics & Standards of Conduct.
  
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. **List of Witnesses and Documents to be Submitted and Considered:**

**STATEMENT AND CERTIFICATION OF CHARGES**

By submitting this Ethics Charge Statement, I charge the certificant/candidate identified with a violation(s) of the NABCEP Code of Ethics & Standards of Conduct. I have read the NABCEP Ethics Case Procedures, and I agree to abide by the conditions and terms of these rules. I understand that the information submitted to the NABCEP concerning this ethics proceeding will be kept confidential, as set forth in the Ethics Case Procedures. 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 NABCEP 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: \_\_\_\_\_