ENVIROCERT International, Inc.®

11000 Olson Dr, Suite 205, Rancho Cordova, CA 95670
Phone: (279) 888-6911 | Fax: (828) 655-1622
www.EnviroCert.org

COMPLAINT FORM

SUBJECT (Professional Certificate Holder)

Name of individual and certification number(s), if known

Business Name, if any

Mailing Address

City, State, Zip Code

Daytime Phone Number Fax Number

Home/Evening Phone Number Mobile Phone

E-mail Address or Website, if known

COMPLAINANT (Person filing complaint)

Name

Business Name, if any

Mailing Address

City, State, Zip Code

Daytime Phone Number Fax Number

Home/Evening Phone Number Mobile Number

E-mail Address

SUBJECT PROPERTY ADDRESS (if different from address listed for Complainant above) and/or description of property location, including city and/or county.

DESCRIBE THE COMPLAINT: Be specific. What happened? Who else is involved, including City or County agencies (names, addresses, phone numbers)? Give dates and details. Include copies of **ALL DOCUMENTS**, including plans, maps, letters, contracts, etc. If there is no written contract, explain the details of the agreement, including dates. Attach extra pages as needed — be as complete as possible.

ENVIROCERT International, Inc.®

11000 Olson Dr, Suite 205, Rancho Cordova, CA 95670
Phone: (279) 888-6911 | Fax: (828) 655-1622
www.EnviroCert.org

DECLARATION

I declare, under penalty of perjury, that the information contained in this complaint, including any attached pages, is true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

_____

<<<<<<<<<<<<Section for office use only — Please do not write below this line >>>>>>>>>>

Case No. _____

Date Opened _____

Certification No./Exp. Date_____

Previous Cases:_____

Address of Record if different than above

_____

ENVIROCERT International, Inc.®

11000 Olson Dr, Suite 205, Rancho Cordova, CA 95670
Phone: (279) 888-6911 | Fax: (828) 655-1622
www.EnviroCert.org

HOW TO FILE A COMPLAINT

EnviroCert International, Inc. (EnviroCert) is a nonprofit organization whose purpose is to safeguard life, health and property; and to promote the public welfare through the certification of qualified stormwater practitioners. Anyone holding any of the following certifications is required to comply with the EnviroCert Code of Ethics.

- CPESC® (Certified Professional in Erosion and Sediment Control™)
- CPSWQ® (Certified Professional in Storm Water Quality™)
- CESSWI™ (Certified Erosion, Sediment and Storm Water Inspector™)
- CMS4S™ (Certified MS4 Specialist™)

EnviroCert will investigate complaints of violations of the Code of Ethics. Violations include but are not limited to: failure to comply with the Code of Professional Conduct, and committing acts of fraud, deceit, misrepresentation, negligence, and/or incompetence in the practice of stormwater and stormwater related fields.

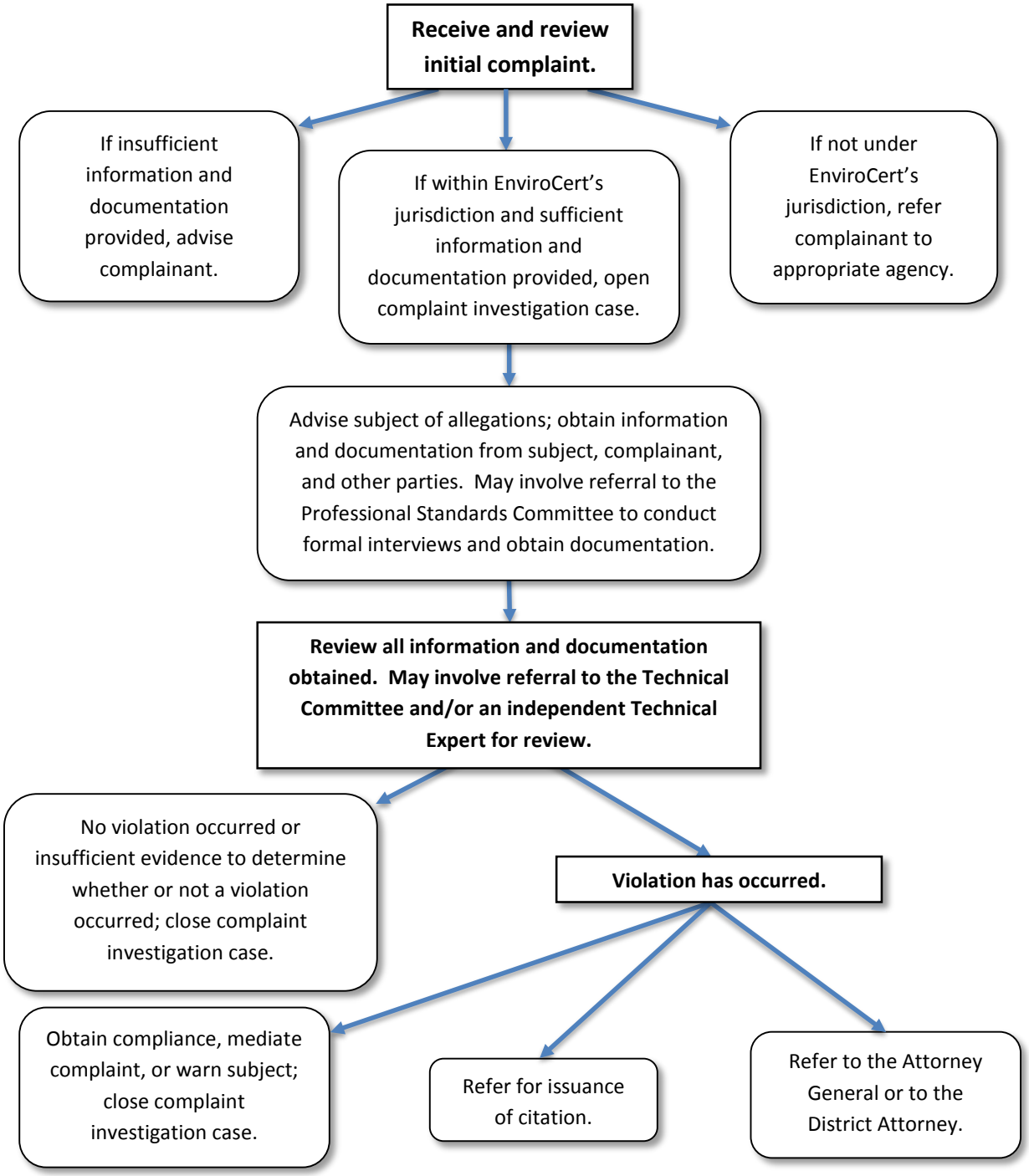
EnviroCert also has the authority to investigate allegations against uncertified individuals. EnviroCert may pursue legal actions, which may include reporting to the State Attorney General. EnviroCert can take disciplinary action if the investigation reveals that an individual has violated the Code of Ethics. Such action can involve suspending or revoking the person's certification, issuing an administrative citation, or referring the matter to the district attorney for criminal prosecution.

In order to investigate the complaint, provide EnviroCert with all of the information available about the problem. We need a complete chronological description, including specific dates, of the situation. Also needed is the names, addresses, and telephone numbers of other person(s) who know about the situation, including the names of any city and/or county staff who may have been contacted about the problem. EnviroCert needs all the facts that can be provided in order to process the complaint. EnviroCert does not have the resources to investigate inquiries based only upon suspicion or speculation.

Be sure to provide copies of ALL DOCUMENTS about the complaint, including plans, drawings, calculations, maps, reports, plan-check comments, letters, contracts, and invoices. Before mailing the complaint, make an extra copy of everything for personal files because we cannot return the documents once the investigation is completed.

If more information is needed regarding how to file a complaint about a possible violation of the EnviroCert Code of Ethics, please contact the EnviroCert Board President at 1-828-655-1600.

ENVIROCERT International, Inc.®
11000 Olson Dr, Suite 205, Rancho Cordova, CA 95670
Phone: (279) 888-6911 | Fax: (828) 655-1622
www.EnviroCert.org

GENERAL OVERVIEW OF THE COMPLAINT INVESTIGATION PROCESS

This flow chart provides a general overview of the complaint investigation process. However, each complaint investigation case is handled on an individual basis and may not go through all of the steps or may not go through the steps in the order shown.