



## COMPLAINT FORM

**NOTE:** This form is furnished by the National Pilates Certification Program (NPCP) to individuals, groups or organizations (Complainants) who want to submit a complaint regarding an alleged violation by a Nationally Certified Pilates Teacher (NCPT) of the NPCP's **Grounds for Disciplinary Action, Code of Ethics, or Scope of Practice**. Each complainant must complete this form and send it to:

**Ray Infante, Certification Manager**  
**National Pilates Certification Program**  
**1666 Kennedy Causeway, Suite 402**  
**North Bay Village, FL 33141**  
**ray@natpcp.org**

The NPCP strongly recommends that all complainants review the NPCP's Grounds for Disciplinary Action, Code of Ethics, Scope of Practice, and Disciplinary Procedures before and during the preparation of a Complaint Statement in order to understand the organization's standards and procedures. Complainants may also telephone the Certification Manager at +1 305 573 4946 Ext 208 between 10:00am and 4:00pm Eastern Standard Time, weekdays, with questions concerning the process.

**Please fill out the information below, save this document to your desktop and email to [ray@natpcp.org](mailto:ray@natpcp.org).**

**You may also print the form, fill it in manually and mail it to the street address above.**

Complainant's Name (your name):

Complainant's Address:

Complainant's Phone (Day):

(Evening):

Respondent's Name:

Respondent's Address:

Respondent's Phone (Day):

(Evening):

## **INFORMATION TO BE SUPPLIED BY THE COMPLAINANT**

1. **Statement of Complaint:** The following is a factual summary and statement of the Complainant's allegations. This factual statement must include a clear explanation of the Respondent's alleged unethical 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 Respondent to answer the allegations. If the space below is not sufficient, additional pages may be used and attached.
  
2. **Applicable Provisions of the Grounds for Disciplinary Action, Code of Ethics, or Scope of Practice:** The Complainant should list all provisions of the Grounds for Disciplinary Action, Code of Ethics, or Scope of Practice that are relevant to the Complaint and all such provisions that the Complainant believes should be considered with respect to the case.
  
3. **Related Actions:** If other complaints have been filed or allegations made against the Respondent that are similar in nature to Complainant's allegations – for example, complaints filed with state licensing or regulatory boards, actions filed in courts or judicial forums, or complaints made to Respondent's employer – Complainant should list each of them.

4. List any witnesses or documents you wish to submit for consideration:

#### **STATEMENT AND CERTIFICATION OF CHARGES**

By submitting this Complaint, I charge the Respondent identified with a violation(s) of the NPCP Grounds for Disciplinary Action, Code of Ethics, or Scope of Practice. I have read the NPCP Disciplinary Procedures, and I agree to abide by the conditions and terms of these rules. I understand that the Respondent will receive a copy of this Complaint, as well as other information that is submitted by me with regard to this proceeding.

I further certify that the factual allegations made in this Complaint are true and accurate to the best of my knowledge and that this Complaint is made in good faith.

Signature of Complainant:

Date: