



COMPLAINT OR APPEAL FORM

Please Check One:

- Appeal** – a request to change from a Fail to a Pass Grade or change a Recertification Deny to Approve (must provide a legitimate reason)
- Complaint** - a concern, grievance, criticism, etc., pertaining to any matter within the purview of the Vibration Institute (examination, policy, procedure, activity, certified individual, etc.) -

If the written response to the complaint or appeal is not addressed to the satisfaction of the writer, the writer may appeal the decision to the Board of Directors, in writing, for their consideration. A decision by the Board of Directors is final. All appeals and complaints will be evaluated -in accordance with the policies and procedures of the Vibration Institute with a written response within 90 days.

If the complaint is about a certified individual, that person will be notified by the Vibration Institute of the complaint lodged against them and given an opportunity to respond to the allegations.

Date: _____
Name of Candidate: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Province: _____ Country: _____
Email: _____ Phone: _____
Certification Number: _____ Category: _____

Nature of the Complaint or Appeal: _____

Description of the Evidence: _____

Submit form to: Vibration Institute, vicertification@vi-institute.org

Issue Date: 2/18/2020

Number: C-F-021

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Author: Janine Komornick

Approver: Nancy Denton