



Chartered Professionals in Human Resources Administrative Dispute Complaint Form

The Chief Executive Officer is assigned the duty to review administrative disputes arising out of the affairs of CPHR Alberta and between any Members, Director(s) of CPHR Alberta's Board, CPHR Alberta staff, or a former Member of CPHR Alberta who has ceased to be a Member for six months or less.

Please fill out the following complaint form and submit it to CPHR Alberta's Chief Executive Officer at ceo@cphrab.ca or to the Chair of the Board, if the dispute involves the Chief Executive Officer, at chair@cphrab.ca.

Complainant Information

Salutation: Mr. / Ms. / Mrs. (Circle One)

Full Name: _____
Last *First*

Address: _____
Street Address *Suite/Unit #*

City *Province* *Postal Code*

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Email: _____

May we contact your work? YES / NO Are you a member of CPHR Alberta? YES / NO

Details of Your Complaint

Tell us about your administrative dispute. Please include all actions you have taken to resolve the dispute, including the name of any CPHR Alberta staff that handled your dispute and the decisions that they made. Include a chronological history of the events including the date, time and location specific events occurred. If you need more space, please attach a separate word document.

Note: *This information will be provided to the CEO, or if the complaint involves the CEO, the Chair of the Board.*

Date and time when the dispute initially occurred: _____



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Description of the Administrative Dispute

Please list the documents you are including to substantiate your complaint. Possible documents to include are copies of written correspondence with individuals who handled your dispute and copies of CPHR Alberta policies and procedures in place at the time when the dispute first occurred.



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Please list the name(s) and contact information of any witnesses or any person who may be able to provide further information about the dispute, if applicable:

What is your desired outcome from this complaint? Please describe the remedy that you are seeking from CPHR Alberta.

Acknowledgement, consent and signature

I have read and I understand the following:

- I have read the [Instructions for Filing an Administrative Dispute](#) document;
- I understand CPHR Alberta may share or disclose some or all the information and documents it receives from me and other parties if required to conduct an investigation; and,
- I understand that CPHR Alberta may not be able to review my complaint without supporting documents. I have attached copies of documents that relate to the administrative dispute.

Note: CPHR Alberta cannot accept anonymous complaints.

Signature of Complainant

Date Signed

If you have any questions about how to file your complaint, please contact Daniel Boucher, Director, Regulatory Affairs & Research, and the Registrar at 403-547-8714 or dboucher@cphrab.ca or email CPHR Alberta’s CEO directly at ceo@cphrab.ca