

Ethics Commission Formal Complaint Form

All complaints must be submitted to the Ethics Office at AOTA using the Formal Statement of Complaint Form. Complainants must complete the form in its entirety. Anonymous submissions will not be accepted.

Date _____

Complainant: (Information regarding individual filing the complaint)

NAME _____
ADDRESS _____
TELEPHONE _____ EMAIL _____

Respondent: (Information regarding individual against whom the complaint is directed)

NAME _____
ADDRESS _____
TELEPHONE _____ EMAIL _____

Alleged violations of Standards of Conduct from the AOTA Occupational Therapy Code of Ethics

- List the Standards of Conduct from the AOTA Occupational Therapy Code of Ethics that the Respondent allegedly violated.

Summarize the facts and circumstances, including dates and events, that support a violation of the AOTA Occupational Therapy Code of Ethics and this complaint.

- Include steps, if any, that have been taken to resolve this complaint before filing.
- If you have filed a complaint about this same matter with any other agency (e.g., NBCOT®; SRB; academic institution; any federal, state, or local official), indicate to whom it was submitted, the approximate date(s), and resolution if known.

Attach any supporting documentation that provides evidence that a violation of the AOTA Occupational Therapy Code of Ethics has occurred.

- Do not include confidential information or documents, such as patient or employment records.

Sign and Date

I certify that the statements/information within this complaint are correct and truthful to the best of my knowledge and are submitted in good faith, not for resolution of private business, legal, or other disputes for which other appropriate forums exist.

SIGNATURE _____ DATE _____

Send this form and attachments to the AOTA Ethics Commission

- By mail marked CONFIDENTIAL:
Ethics Commission
American Occupational Therapy Association, Inc.
Attn: Ethics Program Manager/Ethics Office
6116 Executive Boulevard, Suite 200
North Bethesda, MD 20852-4929
- By email:
Send all material in pdf format to ethics@aota.org with "Complaint" in the subject line.

Ethics Complaint Submission Checklist:

- Completed, signed, and dated Formal Complaint Form.
- List of the Standards of Conduct from the AOTA Occupational Therapy Code of Ethics that the Respondent allegedly violated.
- Steps, if any, that have been taken to resolve this complaint before filing.
- If applicable, information about other agencies/individuals to whom you filed a complaint about this same matter: name, approximate filing date(s), and resolution if known.
- Supporting documentation that provides evidence that a violation of the AOTA Occupational Therapy Code of Ethics has occurred.