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COMPLAINT OR APPEAL FORM

Individuals having complaints to do with certification or Institute policies or practices should fill out a Complaint or Appeal Form found on the Vibration Institute website. If the written response to the complaint 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 with respect to the policies and procedures of the Vibration Institute with a written response as quickly as possible.

Complaints and/or appeals will be responded to within 30 days (Categories I and II), 60 days (Category III), or 90 days (Category IV).

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.

Individuals denied certification or disqualified for other reasons may make a written and/or oral appeal (by appointment) to the Certification Committee using the Complaints and Appeals form found on the Vibration Institute website. Unsuccessful appeals to the Certification Committee can be brought to the Institute Board of Directors, in written form, at the request of the candidate. The Board of Directors will provide a decision to grant or deny an appeal based on the facts. Appeals regarding other decisions by the Institute management should be addressed to the Executive Director in writing and the appeal will be forwarded to the Board of Directors for consideration. A decision by the Vibration Institute Board of Directors is final

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: _____

<p>VI Use Only: Signature of Reviewer: _____ Date Reviewed: _____ Action: _____ _____</p>
