



# American Board of Examiners in Psychodrama, Sociometry and Group Psychotherapy

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## Ethics FAQ

The following are answers to frequently asked questions. The document “Procedures for Adjudication of Ethics Complaints” provides more information, and you may get a copy by [clicking here](#) for a PDF copy.

### How to File a Complaint

Once you have decided that you want to file a Complaint with the American Board of Examiners, you must contact the Executive Director or the President of the Board to complete an Administrative Screening Form. The information on the form will be forwarded to the Chair of the Ethics Committee.

The Ethics Chair will send you a Complaint form if the Screening form meets the requirements set forth in the “Procedures for the Adjudication of Ethics Complaints.”

### What Remedies are Available to Me?

Remedies are limited and listed below. If you decide your matter requires another remedy, please consider another course of action.

- Private reprimand
- Private censure
- Suspension for a minimum of one year. When suspension is imposed, the person suspended must document to the Board that s/he has notice all current patients and clients of the suspension within thirty days of final notice.<sup>1</sup> Failure to provide such document is grounds for expulsion.
- Expulsion
- Stipulated Resignation, which must be offered to a respondent when a recommendation of expulsion is made.
- Forwarding information obtained during the Ethics Panel review to professional or licensing bodies, or to civil or criminal authorities.
- Directives

### What Should the Complaint Say?

The Complaint should state who the person is that you are filing the Ethics Complaint about. You must state what you believe this person did wrong and include your name and contact information. You should also attach documentation and name of witnesses if applicable.

Here are some things to keep in mind:

- Be specific.
- Include documents or evidence that explain or support your Complaint.

- Be complete. Your Complaint should fully describe all of your concerns with the Respondent. If there are questions about your Complaint, you may be contacted by the reviewing body, but interviews are not automatically conducted. Let us know if there is some reason you can't include all of your concerns in your Complaint.
- Identify witnesses and give their contact information. If possible, outline what you think the witnesses will say.

### **What Happens Next?**

After the Ethics Chair receives your Complaint, you will get an acknowledgment letter. Your Complaint cannot be reviewed if the allegations, even if true, do not present an ethics issue. You may also be asked for additional information.

If a review is not warranted, you will be notified in writing. If your review is deferred, you will be notified in writing.

If a review is warranted, the Respondent will be given a copy of your Complaint and asked to respond in writing to your Complaint. Specific information regarding deadlines, the process, and possible remedies are outlined in the document "Procedures for the Adjudication of Ethics Complaints," a copy of which will be provided to you.

An Ethics Panel will review the Complaint and Respondent's Answer once both parties have submitted documentation and responses.

### **Will My Complaint Made Public?**

Complaints are not made public unless disclosure is required by licensing or legal bodies.

### **What If I Disagree with the Decision?**

There is an appeal process.

### **What If the Respondent Disagrees with the Decision?**

The appeal process is also available to the Respondent.

### **Can I attend the Review meetings?**

No. The body reviewing a Complaint or an appeal does not have open meetings.

### **Can I contact the reviewing body?**

All communication with the reviewing body must be made in writing. Please see the Procedures for specifics.