

AAFP WORKSHOP GRIEVANCE PROCEDURE

The American Academy of Forensic Psychology (AAFP) is fully committed to conducting all activities in strict conformance with the American Psychological Association's [Ethical Principles of Psychologists and Code of Conduct](#). AAFP will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities program content, and in the treatment of program participants. The monitoring and assessment of compliance with these standards will be the responsibility of the Continuing Education Chair in consultation with the AAFP Officers.

Although AAFP goes to great lengths to ensure fair treatment for all participants and anticipate problems, there will be occasional issues which come to the attention of the meeting staff that will require intervention and/or action. This procedural description serves as a guideline for handling such grievances.

When a participant, either orally or in written format, files a grievance and expects action on the complaint, the following steps will be taken:

1. If the grievance concerns a speaker, the content presented by the speaker, or the style of presentation, the individual filing the grievance will be asked to put their comments in written format. The CE Chairs will then pass on comments to the speaker, assuring the confidentiality of the grieved individual.
2. If the grievance concerns a workshop offering, its content, level of presentation, of facilities in which the workshop was offered, the on-site coordinator and/or CE Chair will mediate and will be the final arbitrator. If the participant requests action, the on-site coordinator and/or CE Chair may:
 - a. Attempt to move the participant to another workshop; or,
 - b. Waive registration fee for a future workshop; or,
 - c. Provide partial or full refund of the registration fee.

Actions 2b and 2c will require a written note, documenting the grievance for record keeping purposes. The note need not be signed by the grieved individual.

3. If the grievance concerns the AAFP CE program in a specific regard, the CE Chair will attempt to arbitrate.

To submit a complaint or if you have additional questions, please contact the [AAFP Continuing Education Chair](#) directly, or by emailing at forensicacademy@gmail.com.