**FORM ONE – NOTIFICATION OF A CONCERN**

(to be completed by the concerned CPE Student)

**Your Name:**

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**Your Email Address:**

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**Name of the CPE supervisor/educator about whom you have a Concern:**

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**When did the conduct you are concerned about occur?**

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**What was/is the conduct about which you are concerned?**

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**Did this conduct affect you alone, other people, or both you and others?**

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**Besides yourself, are there other witnesses to this conduct? If so, please list their names.**

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**Have you previously raised this concern with this CPE supervisor/educator? If so, when?**

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**Please email your completed Step One Form to the CPE supervisor/educator in question.**

This CPE supervisor/educator must respond promptly acknowledging receipt of your Notification of a Concern and offer you a number of alternative meeting times and a number of neutral meeting places. Both you and the CPE supervisor/educator are encouraged to bring a support person to the agreed-upon meeting (this support person to offer silent support throughout the meeting).