



## FSU AHEC Program Tobacco Treatment Specialist Training Grievance Policy

The following grievance procedure is posted on the Tobacco Treatment Specialist Training Foundation Course website (located at [www.med.fsu.edu/healthaffairs/ahec/tts](http://www.med.fsu.edu/healthaffairs/ahec/tts)).

The FSU College of Medicine AHEC Program Office thanks you for your participation in our Tobacco Treatment Specialist Training. We are committed to providing a quality learning experience. The following procedures are designed to provide a process for you to share concerns and grievances regarding the registration, training, learning environment, faculty and training staff.

If you feel there is inappropriate conduct, behavior or activity all or in part by any member of the faculty, training staff or event organizers you have the right to file a grievance (see exhibit A) explaining your concerns/issues. This grievance will be handled in a private and professional manner free from retribution or other adverse action. To inquire about the grievance process or to file an actual grievance, please contact:

**Michael Cunningham**

Executive Director, Florida Keys Area Health Education Center (AHEC)

5800 Overseas Highway, Suite 38

Marathon, Florida 33050

305-743-7111

Email: [mcunningham@fkahec.org](mailto:mcunningham@fkahec.org)

The grievance must be filed within 30 calendar days of the completion of the TTS 3-Day course. A reply acknowledging receipt of the filed grievance will be made within 72 business hours. Based on the nature of the grievance an investigation will be conducted and a report of action will be provided within 14 business days of the filed grievance.

*The FSU College of Medicine AHEC Tobacco Program prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, parental status, religion, sexual orientation, genetic information, political beliefs, or any other characteristic protected by law.*