

# Statement of Complaint—CLE/Builders Courses & Instructors

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes/Licensing and Compliance Division  
PO Box 30254, Lansing, MI 48909

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- FOR OFFICIAL USE ONLY

Authority: [1972 PA 230](#), [2016 PA 407](#), [1980 PA 299](#)  
Penalty: Failure to provide the information may result in denial of your request.

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Please read form in its entirety before completing. Submit this form and all applicable attachments to the address listed above.

**NOTE: The Bureau is limited in its scope of authority.**

- We do not act as a court of law, we cannot order that monies be refunded, contracts be canceled, damages be awarded, etc.
- We do not provide legal advice.
- We do not take action in matters involving business practices.
- We do not return copies of documents, pictures.

**THIS COMPLAINT RELATES TO THE FOLLOWING:**

- Electrical Course  
  Mechanical Course  
  Plumbing Course  
  Boiler Course  
 Building Official Course  
  Plan Review Course  
  Residential Builder Course  
  Individual Instructor

**I. Complainant Information** (information about you)

YOUR NAME: (Last, First, Middle Initial)		E-MAIL ADDRESS:	
YOUR STREET ADDRESS:		CITY:	STATE:
COUNTY:		TELEPHONE NUMBER (Include Area Code):	FAX NUMBER (Include Area Code):
Preferred Method of Contact: <input type="checkbox"/> Regular Mail <input type="checkbox"/> E-Mail (Note: Larger-sized responses may need to be sent via regular mail)			

**II. Complaint Information** (who the complaint is against)

NAME OF BUSINESS OR INDIVIDUAL INSTRUCTOR COMPLAINT IS REGARDING:		LICENSE NUMBER (If Known):	
CONTACT PERSON:		TELEPHONE NUMBER (Include Area Code):	COUNTY:
STREET ADDRESS:		CITY:	STATE:
			ZIP CODE:
Have you contacted this business or individual regarding your complaint? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what was the result? (Please provide copies of any supporting material related to the above contact)			

It is suggested you first contact the individual or firm about whom you have a complaint to see if a settlement can be reached. If this is unsuccessful, you may want to consult an attorney to determine your civil options, file an action in Small Claims Court, or contact your local prosecutor. This may be done in conjunction with or in lieu of filing a complaint with this Department.

**III. Details of Complaint** - Briefly explain your complaint, include pictures and/or supporting documentation. Do not send original copies. Attach additional sheets as necessary.

HAS THE PHYSICAL EVIDENCE BEEN PRESERVED (if applicable)?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please provide a one-sentence statement to describe the nature of this complaint:		
Explanation of Complaint:		
What do you believe was the problem, offense, or violation?		
Comment/Action Made:	Code Reference:	Can This Be Viewed To Confirm?
NAME OF VIDEO/SEGMENT:	TIME MARKER-- Hr:      Min:      Sec:	
Explain how you would like to see this complaint resolved:		

**IV. Attachments Supporting Complaint** - Please indicate which documents have been attached. Note: Additional documentation may be requested to support your complaint.

- Proof of Payment for Course
- Court documents (if applicable)
- Clear photographs showing the alleged violation and the date photos were taken
- Communication between you & business/instructor
- Other:

I understand this form is a public record under [1976 PA 442](#), the Freedom of Information Act, and that the agency may be sending a copy of this form to the business/person complained against. If this complaint is accepted and, after investigation, it is necessary to hold a formal hearing, I agree to voluntarily testify at the hearing regarding this complaint.

SIGNATURE:	DATE: