



Appeals Application (Examination/Certification/Recertification)

INSTRUCTIONS

1. The Appeal Form must be submitted to the Appeals Committee within 30 days of notification of exam failure or decline of an application for certification or recertification.
2. An examination appeal may be submitted for the following reasons:
 - Belief that an administrative, technical or procedural error has occurred.
 - Mitigating circumstances, e.g., a request for an accommodation was not adequately addressed. (Time to take the exam, lavatory facilities, suitable seating, etc.)
3. Individual privacy will be respected at all times, however, in order to conduct a thorough review of an appeal, the Appeals Committee may have to contact members and/or a committee(s) of the governance structure of the Board of Certification for additional information. Also, in the case of an appeal of an exam failure, the Appeals Committee may request information from the test administrator (SMT).
4. The Appeals Committee will endeavor to render a decision in writing within 30 days of receipt of the appeal.
5. The decision of the Appeals Committee is final.



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Section 1: Contact Information

Name: _____

Mailing Address: _____

Email: _____ Telephone: _____

Section 2: Type of Appeal

- Examination
- Certification Application
- Re-certification Application

Section 3: Statement of Appeal

Please indicate the reason(s) for this appeal:

Section 4: Supporting Documentation

Please list all documentation that you have included:

Signature: _____ Date: _____

Please return this form and documentation to:

Appeals Committee
IOA Board of Certification
390 Amwell Road, Suite 402
Hillsborough, NJ 08844

Fax: 1.908.842.0376 Email: certification@ombudsassociation.org