



ASCP BOARD OF CERTIFICATION ELIGIBILITY AND MISREPRESENTATION APPEALS PROCESS

Submission of Appeal

1. All appeals must be presented in writing to the ASCP Board of Certification, 33 West Monroe Street, Suite 1600, Chicago, IL 60603, addressed to Renee Allegrucci, Manager of Certification Activities.
2. The appeal must include any supporting documents not in the possession of the Board of Certification.
3. The appeal should include any written statements of persons having knowledge of the facts to be relied upon by the appellant.
4. The request and supporting documents must be received by the Board of Certification within 30 days following notification of the decision being appealed.

Appeals Process

- A. Eligibility to Sit for a Certification Examination
 1. An applicant notified of ineligibility for examination may respond to the notification in writing and request that his/her case be reviewed by the Certification Appeals Committee.
 2. None of the members of the Certification Appeals Committee shall be a member of the Examination Committee that established the eligibility requirements and a conflict of interest statement will be signed by the members.
 3. The appellant will be notified of the Certification Appeals Committee's decision by the Executive Director of the BOC. If it is unfavorable, the appellant may appeal the Committee's decision and request a hearing before the Board of Governors Appeals Committee at the time of the Board of Governors' next regularly scheduled meeting. The appellant may choose to waive his/her right to a hearing and appeal the Certification Appeals Committee's decision directly to the Board of Governors Appeals Committee in writing.

4. The Board of Governors Appeals Committee will review the appeal and the Committee's decision is final.

B. Allegations of Material Misrepresentations in Application

1. The BOC office will inform the applicant of allegations of material misrepresentation on the application as well as all pertinent evidence.
2. The individual may respond to these allegations, in writing, within thirty days following notification by the Executive Director of the BOC.
3. The Executive Committee of the Board of Governors will review the allegations and the individual's response and determine the appropriate course of action (including, but not limited to, invalidation of test scores, denial of admission to take additional Board exams, revocation of existing certification status, etc.)
4. The individual will be notified of the Executive Committee's decision by the Executive Director of the BOC. If it is unfavorable, the individual may appeal the Committee's decision and request a hearing before the BOG Appeals Committee at the time of the BOG's next regularly scheduled meeting. The individual may choose to waive his/her right to a hearing and appeal the Executive Committee's decision directly to the BOG Appeals Committee in writing.
5. The BOG Appeals committee will review the appeal and the Committee's decision is final.

C. Allegations of Misrepresentation or Misuse of Certification Status

1. The BOC will inform the individual of allegations of misrepresentation or misuse of his/her certification status including pertinent evidence.
2. The individual may respond to these allegations, in writing, within thirty days following notification by the Vice President of the BOC.
3. The Executive Committee will review the charges and the individual's response and determine the appropriate course of action (including, but not limited to, revocation of existing certification status and denial of admission to take additional Board exams, etc.).

4. The individual will be notified of the Executive Committee's decision by the Executive Director of the BOC. If it is unfavorable, the appellant may appeal the Committee's decision and request a hearing before the BOG Appeals Committee at the time of the BOG's next regularly scheduled meeting. The appellant may choose to waive his/her right to a hearing and appeal the Executive Committee's decision directly to the BOG Appeals Committee in writing
5. The BOG Appeals Committee will review the appeal and the Committee's decision is final.