



Appeals Policy

The ABR has established the Appeals Policy to resolve concerns with decisions made by the Board relative to the following five areas:

1. Training requirements
2. Admissibility to examinations
3. Examination process
4. Requests for examination accommodations under the Americans with Disabilities Act (ADA)
(see ADA policy)
5. Removal from MOC program

The policy provides for two appeals hearing avenues of resolution for concerns:

1. Informal
2. Formal

All appeals **MUST** be made in writing, submitted via email or letter, and received at the ABR office no more than 45 days from the date of the initial written notification of the Board decision. Appeals must be addressed to the Executive Director, and appropriate documentation should accompany written concerns.

CATEGORIES OF CONCERNS

Training Requirements

- Concerns regarding denial of approval of training

Admissibility to Examination

- Concerns regarding the denial of admissibility to an examination for any other reason

Examination Process

- Concerns regarding the process (including form or administration, e.g., computer malfunction) of the Initial Certifying or Maintenance of Certification Examinations
- Examination results may **not** be appealed;* written feedback on oral exams and hand scoring of computer-based exams are available by request on the ABR website.
- Appropriate documentation should accompany written concerns.

Requests under the Americans with Disabilities Act (ADA)

Concerns regarding the denial of a request for examination accommodations under the ADA

Non-renewal of MOC Certificates

Concerns regarding notice of non-renewal of an ABR time-limited or continuous certificate (based on failure to meet MOC requirements)

***All examination results are subject to extensive quality assurance procedures before release. In the case of the oral examinations, scores are reviewed on-site at the oral exams by multi-category panels, senior staff, and trustees.**

This policy is subject to amendment. Candidates and diplomates are advised to check the ABR website periodically for the most current version.