Instructions:

Fill out all fields in the form, and return it the AIC Constructor Certification Commission (CCC) National Office with all applicable filing fees and supporting documentation. Filing fees for each different type of appeal are listed on the last page of this form.

The CCC recommends that you include written supporting documentation clearly stating the specific basis upon you feel that there has been an error in an adverse decision. You must submit this form within 30 days of your having been notified of the adverse decision.

While it is not required, you have the right to retain legal counsel in the preparation of your appeal, and in the preparation of this form.

If you are appealing more than one adverse decision, then you must fill out a separate copy of this form for each decision that you are appealing.

Completed forms should be emailed to info@professionalconstructor.org or faxed to 571-527-3105.

When to Use This Form:

Use this form when you have been the subject of a specific adverse decision by the CCC that you believe was delivered unjustly, and that you would like to have reconsidered.

Examples of adverse decisions include:

- Denial of admission to take an examination
- Denial of request to transfer or reschedule examination:
- Delivery of a failing score on an examination
- Denial of initial certification
- Denial of renewal of certification
- Revocation of active certification status

When Not to Use This Form:

Do not use this form if you have not been the subject of a specific adverse decision by the CCC. If you would like to give general feedback (positive or negative), file a general complaint, or make a comment or suggestion, then please visit the CCC website at www.professionalconstructor.org for the current procedures for those activities.

Review Process:

Please allow up to 2-3 weeks for your appeal to be reviewed. If the appeal result is in your favor you will be refunded your appeal fee. All appeals are reviewed by the Commission’s Appeal Committee. Decisions on appeals are final.
AMERICAN INSTITUTE OF CONSTRUCTORS
CONSTRUCTOR CERTIFICATION COMMISSION

APPEAL FORM

Part I: Basic Information

Name: ____________________________________________________________

Address: __________________________________________________________

City: ___________________________ State: _________ Postal: ____________

Phone: ___________________________ Email: __________________________

Part II: Type of Appeal (Check One)

___ Denial of admission to take or reschedule an exam

___ Delivery of a failing score on an examination

___ Denial of initial certification

___ Denial of renewal of certification

___ Revocation of active certification status

___ Other: ________________________________________________________

Date You Were Notified of the Decision: _____________________

Date of Exam (If Applicable): ________________
Briefly describe the circumstances of your appeal below.

You may include additional copies of this page, or include a separate letter detailing the circumstances of your appeal, if you need additional space.

The CCC strongly recommends that you include additional written documentation of the circumstances behind your appeal, if applicable. The Appeals Committee operates independently of the main CCC office to ensure impartiality, and may not have access to certain documents unless you provide them along with this form.

Verification: I am either the appellant listed in Section I above, or an authorized representative of the appellant. I certify that all information in this appeal, and in all supporting documentation, is true and correct to the best of my knowledge. I have enclosed all applicable filing fees, as described in the fee schedule below.

Name: ______________________________

Signature: ___________________________ Date: ______________________
**AMERICAN INSTITUTE OF CONSTRUCTORS**
**CONSTRUCTOR CERTIFICATION COMMISSION**

**APPEAL FORM**

**Part III. Payment Information**

**Appeal Request Fee Schedule**

<table>
<thead>
<tr>
<th>Denial of admission to take examination:</th>
<th>Failure of Certification Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ Level I Examination - $40.00</td>
<td>___ Level I Examination - $30.00</td>
</tr>
<tr>
<td>___ Level II Examination - $50.00</td>
<td>___ Level II Examination - $60.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Denial of initial certification:</th>
<th>Denial of renewal of certification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ Level I Examination - $30.00</td>
<td>___ Level I Examination - $25.00</td>
</tr>
<tr>
<td>___ Level II Examination - $60.00</td>
<td>___ Level II Examination - $50.00</td>
</tr>
</tbody>
</table>

| Revocation of active certification status | |
|------------------------------------------| |
| ___ Level I Examination - $50.00         | |
| ___ Level II Examination - $100.00       | |

**Pay By Credit Card (Visa, MasterCard, Discover, and American Express Accepted)**

Name on Card: ________________________________ Signature: __________________________

Card Number: ________________________________

Exp. Date: ______________________ Security Code: __________

Amount: __________

Checks may be submitted along with this form to:
19 Mantua Road
Mount Royal, NJ 08061

Completed forms may be emailed to info@professionalconstructor.org or faxed to 571-527-3105.

**Appeal Checklist**

Did you include…..

- Completed and Signed Appeal Form?
- Additional Supporting Documentation?
- Filing Fees?