

The **Appeals** process is the activity of ensuring an impartial examination of the concerns of an individual who has applied for or received certification or recertification by the Institute of Certified Construction Industry Financial Professionals (ICCIFP) and seeks to contest an adverse decision or proposed action. The ICCIFP Complaints & Appeals Committee will review appeals and respond to appellants.

- An appeal is submitted in writing by persons seeking an amendment of an adverse decision on the following issues:
 - Denial of admission to the ICCIFP examination
 - Denial of initial certification, excluding failure of exam which is addressed by the Examination Administration and Scoring policies
 - Denial of renewal of certification
 - Revocation of active certification status.
- The complete appeal application consists of three components:
 - Request for appeal
 - Written documentation supporting the appeal clearly stating the basis upon which the individual feels there has been an adverse decision
 - A \$250 filing fee.
- Appellant procedure:
 - The appellant will submit the appeal application within thirty (30) days of the event from which the appeal originated to the Chairman of the ICCIFP Board of Trustees to the following address:
 - ICCIFP Chairman
 - ICCIFP, Inc.
 - 100 Village Blvd, Suite 200
 - Princeton, NJ 08540
 - The appellant has the right to obtain his/her own legal counsel in preparation of the written appeal.
- Chairman of the ICCIFP Board of Trustees Complaints & Appeals Committee procedure:
 - The Chairman will forward all materials to the Complaints & Appeals Committee within seven (7) days of receipt.
 - A meeting of the Complaints & Appeals Committee shall be held either in person and/or by telephonic conference.
 - A majority vote, with at least five (5) voting members of the Complaints & Appeals Committee present and voting, is required for a decision.
 - The majority decision of the Complaints & Appeals Committee shall be confirmed in writing signed by those in the deliberations noting their agreement or dissent.
 - The document from the Complaints & Appeals Committee will reference the specific policy and/or procedure and cite specific items supporting the decision.
 - The signature may be accomplished in person or electronically.
 - The Complaints & Appeals Committee will forward its recommendation to the Executive Committee.
 - The Executive Committee refers the recommendation of the Complaints & Appeals Committee to the ICCIFP Board of Trustees for final action.
 - Within thirty (30) days of receipt of the appeal by the Chairman of the ICCIFP Board of Directors, the appellant will be notified of the decision via registered mail, return receipt requested.