



Certification Program: Appeals Process

Certificants and applicants have the right to appeal decisions that are made regarding their certification status including revocations, suspensions, and/or a rejection of application that prevents the applicant from taking the exam. Certificants or applicants shall file an appeal, including supportive information, addressed to the Review Board within fifteen (15) days of notification of the issue/decision which they want to appeal. The Review Board will provide a decision regarding the appeal within thirty (30) days following receipt. This decision may be appealed to the Executive Team of the Certification Program within fifteen (15) days. The Executive Team will render the *final* decision within thirty (30) days following receipt of the appeal. All Certified Mail correspondence to either the Review Board or the Executive Team must be mailed to:

ASPHP – Appeals Process
Attn: Executive Director
125 Warrendale Bayne Road, Suite 375
Warrendale, PA 15086