



APPEALS POLICY

An appeal is a formal request for reconsideration of an adverse decision made by the Certification Board, or its representatives related to an individual's achievement of a certification. Candidates may appeal the results of eligibility determination or the examinations within 60 days of the date of the results. The appeals process and an application for submitting an appeal is as follows:

- If a candidate has a problem with AEE's determination of their eligibility or with the examination, they should first send an email to the Certification Director to request reconsideration of an adverse decision.
- If the candidate is unsatisfied with the Certification Director's reconsideration of the adverse decision, they must request an appeal form from the Certification Director. Once the Appeals Form has been completed, it must be forwarded to the Certification Director, who will forward the appeal to the Appeals Board.
- Upon receiving the appeal, the Appeals Board has forty-five (45) days in which to consider the appeal. Candidates will be notified of the Appeals Board's decision after forty-five (45) days.