

AG Bell Academy Appeals Procedure

This policy is structured to encompass all of (but is not limited to) the following situations for an individual to appeal an AG Bell Academy decision:

- Application eligibility
- Continuing education approval
- Recertification
- Reinstatement of a lapsed certification

Step 1: Individual submits an appeal to the [AG Bell Academy](#) via certified mail within 30 days of receiving the decision that he or she wishes to appeal. The appeal must be in writing and include:

- Documentation to support the appeal
- A summary of the information related to the appeal from the AG Bell Academy staff, if applicable

Step 2: The appeals information is sent to a board-appointed appeals committee for review and for a decision on the appeal. A decision on the appeal is returned to the individual, in writing, within 30 days from receipt of the appeal request to the AG Bell Academy.

- The appeals committee is comprised of:
 - The president-elect of the AG Bell Academy
 - A member of the AG Bell Academy board of directors
 - A member of the AG Bell Academy certification committee

Step 3: A final appeal may be submitted to the board of directors if the individual requesting the appeal can support any of the following elements:

- The individual claims a procedural error in the appeals process is present.
- New information has been obtained by the individual after the initial appeal decision was made.
- A misapplication of the relevant certification or recertification standards and policies is detected.

Any appeals decision rendered by the AG Bell Academy board of directors is final.