



## Appeals Request Form

Candidates have the right to appeal an adverse decision made by the IDC in accordance with IDC's policies and procedures. An appeal must be submitted in writing within 2 weeks (10 business days) after receiving an adverse decision notification by contacting the IDC. Send appeals in writing to the Certification Team at [francesca@societyfordiversity.org](mailto:francesca@societyfordiversity.org). The Discipline and Appeals committee will review the appeal and make a decision within 90 days. IDC's decisions are final.

Before filing an appeal, please review the program's policies and procedures in the respective Candidate Handbook.

FIRST NAME	M.I.	LAST NAME	SUFFIX
TELEPHONE			
EMAIL			
EXAM			

### MARK THE REASON FOR THE APPEAL:

Exam eligibility  
Accommodations  
Testing conditions  
Exam scores  
Candidate project scores  
Recertification  
Disciplinary actions  
Other (please specify):

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**NATURE OF THE APPEAL AND YOUR DESIRED OUTCOME:**

Describe the situation and outline any supporting documentation that will be attached.

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**SIGNATURE**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**SUBMISSION**

Please email the completed form and any supporting documentation to [francesca@societyfordiversity.org](mailto:francesca@societyfordiversity.org)