

Appeal Form

Submission Instructions

To submit an appeal, provide your contact information, indicate the specific decision you are appealing, a detailed description of the relevant facts, and any relevant additional supporting evidence. For an appeal to be processed, this form must be **completed in its entirety** and submitted either within 7 days of the exam administration if appealing an unsuccessful exam outcome or within 30 days of a certification decision having been made (i.e., denial of either eligibility or recertification). Notification of the resulting appeal decision shall be provided to you within 90 days of submission via email. The resulting appeal decision is final.

1. Appellant (Complete with your information)

Name: _____

Phone: _____

Email: _____

2. Certification Decision Being Appealed (Check one):

- Eligibility Denied (program, multiple-choice exam, or content presentation evaluation)
- Special Accommodation Request Denied
- Extraordinary Exam Administration Circumstances*
Appeals of this type must be submitted with 7 days of the exam administration and must meet all the following criteria. The circumstances:

1. arose unexpectedly with the examination administration,
2. were outside the control of the candidate,
3. made the candidate's experience different from other candidates and/or affected the candidate's ability to receive credit for an examination item, and
4. were severe enough to account for examination failure.

*The only criterion for passing is achievement of satisfactory scores on the respective PBAAC Certification assessments. PBAAC will not provide candidates with detailed item information, scoring information, or copies of exam responses under any circumstances.

- Complaint Denied
- Recertification Application Declined
- Other: _____

Continue to the second page

3. Appeal Information (Provide a detailed description of all relevant facts):

4. Send this completed form and all relevant documentation to:
admin@progressivebehavioranalyst.org