

NAFTA Appeal Form



Name: _____ Date: _____

Address _____ City _____ State _____ Zip _____

Cell phone () _____ Work Phone () _____

METHOD OF PAYMENT Circle one: Check enclosed Money Order enclosed Credit Card

Credit Card Number: _____ Expiration Date ____ / ____ CVV ____

I agree to have NAFTA charge my credit card for fees as indicated above and associated with this recertification form. I understand these fees are non-refundable.

Signature: _____

REASON FOR APPEAL Circle one: Exam Results Recertification Eligibility

EXAM RESULTS APPEAL

Any candidate who feels that his or her examination effort was negatively impacted by improper instruction, unprofessional proctoring standards, or unreasonable environmental or other distracters.

- 1) Must report the grievance to the exam proctor immediately.
- 2) The proctor will document the complaint and submit it to Scantron where the complaint will be forwarded to the NAFTA for further investigation.
- 3) Following any examination administration where a candidate feels that his or her examination effort was negatively impacted, NAFTA mandates that candidate also contact NAFTA via phone at 480-758-5119 to report the incident and how it negatively impacted performance within 30 days of the examination.

NAFTA will make an equitable decision based upon the information gathered from all relevant sources, including the candidate, proctors, and Scantron.

RECERTIFICATION APPEAL:

Certifications for Renewal:

- 1) _____ Exp. Date _____
- 2) _____ Exp. Date _____ 3)_
- Exp. Date _____ 4)_
- Exp. Date _____

Attach another page if submitting more than four recertifications.

Please check the conditions of appeal from the list below:

- Military duty or deployment which adversely affects access to continuing education courses
- Serious illness or accident, or serious illness or death of an immediate relative that may have

adversely affected your ability to obtain CEU's

- Financial hardship
- Professional career demands adversely affecting time or access to continuing education courses

Please explain how this condition impacted your ability to meet recertification deadlines

I certify that the above information is true and accurate as it relates to the recertification of my NAFTA certifications.

Signature _____ Date _____

- Package checklist:
- Recertification Application
 - ┆ Continuing education documents
 - ┆ Applicable fees

Mail to:

NAFTA Recertification Dept.
28170 N. Alma School Pkwy Ste 201
Scottsdale, Arizona 85262

EXAM RESULTS APPEAL

NAFTA reserves the right to reject any registration application that does not meet the specified eligibility requirements. If a registration application for a NAFTA Certification Exam is not accepted, an individual can appeal and request the application be reviewed again.

The appeal must include:

- 1) A detailed explanation of the reason(s) why the individual believes they should be eligible
- 2) All supporting documentation.
- 3) Submit all eligibility appeals for review via mail, email, or fax to:

NAFTA Credentialing Department
28170 N Alma School Parkway Ste 201
Scottsdale, AZ 85262

Eligibility appeals will be reviewed and responded to within 10 working days of their receipt. Individuals submitting the appeal will receive notice that their eligibility appeal was either "approved" with instructions for moving forward with exam registration, or "denied" with notification of the reason for the denial. Individuals who have an eligibility appeal denied can submit a new eligibility appeal if they have additional supporting documentation that meets the requirements noted in the denial.