

## **AMCB APPEALS POLICY**

The following is a description of the steps and requirements for filing an appeal.

### **GROUND FOR APPEAL**

The Appeals Procedure should be used by individuals who wish to file an appeal concerning (i) their denial of certification or recertification; or (ii) the occurrence of a substantial irregularity (such as a disturbance) during an AMCB examination. An appeal may only be made based on the following grounds:

1. An error by AMCB resulting in a denial of an application for certification or certificate maintenance. The appeal must be filed within thirty (30) days of the postmark on the envelope that contains the notice to the candidate of the certification or certificate maintenance denial; or
2. An appeal of the two-year eligibility extension period must be filed within thirty (30) days of the eligibility end date (two years following the midwifery program end date as communicated by the midwifery program director); or
3. A substantial irregularity (such as a disturbance) occurring during the examination administration that may have affected the candidate's examination performance. The appeal must be filed within thirty (30) days of the date the irregularity occurred (the candidate's examination administration date). Appeals based on examination irregularities will only be reviewed by AMCB in the event the candidate does not pass the examination. If the candidate passes the exam, the appeal will be terminated without a decision on the appeal.

Candidates may not obtain copies of any of AMCB's examinations. Candidates may not appeal the content or interpretation of AMCB's examination questions or examinations.

### **REQUEST FOR APPEAL**

Candidates wishing to appeal must submit a written letter requesting the appeal. The appeal letter must be either postmarked within thirty (30) days of the applicable deadline identified above or received electronically within (30) days of the applicable deadline. The letter must be sent to the AMCB CEO at AMCB Headquarters.

The request for appeal must include a detailed statement identifying the error or irregularity, and a statement of the resolution requested by the candidate.

There is no fee to file an appeal, but candidates who file an appeal bear their own expenses throughout the entire appeal process.

When an appeal is received it will be presented to the Board of Directors for consideration along with all supporting documentation. The Board of Directors shall vote to accept or deny the appeal. Decisions of the Board are final.

All appeal decisions will be communicated to the candidate in writing following a decision by the Board of Directors.