



FLORIDA CERTIFICATION BOARD

FCB Application Appeal Process

When an applicant is denied certification, questions the results of the application review process, questions examination results, or is subject to an action by the FCB or its agents that he or she deems unjustified, the applicant has the right to an inquiry and/or an appeal.

An **inquiry** is when an applicant requests a written summary from the FCB that explains the reason for the action in question.

1. A letter requesting an inquiry must be made to the FCB's Director of Certification, in writing, within 30 calendar days of notification of FCB decision and/or action.
2. The FCB will provide a written response to the inquiry within 10 business days of receipt of the inquiry.
3. If the applicant does not agree with the decision and/or rationale of the FCB, he or she may request an appeal.

An **appeal** is when the applicant does not agree with the written response from the FCB to the inquiry.

1. A letter requesting an appeal must be made to the FCB's Director of Certification, in writing, within 30 calendar days of notification of FCB decision and/or rationale to the inquiry.
2. The written appeal will be provided to the appropriate FCB Advisory Council for review and action at their next regularly scheduled meeting.
3. The applicant will be notified in writing within 5 business days of the council's decision. The council's decision is final and not subject to further appeal.

Inquiries and/or appeals must be made in writing and may be submitted to the FCB as follows:

US Mail: Florida Certification Board
1715 South Gadsden Street
Tallahassee, FL 32301

E-Mail: afarrington@flcertificationboard.org

FAX: 850-222-6247

It is the responsibility of the applicant to ensure that the written inquiry or appeal is received at the FCB offices in a timely manner. The FCB will not be responsible for documents that do not reach the FCB offices for any reason. The 30 day clock for requesting an inquiry or appeal begins 3 calendar days after the date of notification by the FCB of the contested decision or action.