

APPEALS

As described above in the Due Process Section, the first recourse for a disciplined candidate or certified professional who disagrees with the findings leading to disciplinary action or the imposed action itself, can file a request for appeal with the Administrative Committee. The Committee will consider any new information provided by the affected individual and will either reverse or uphold the earlier determination. Although the Committee may uphold the original finding, the Committee may determine to reduce or affirm the earlier imposed disciplinary action. The individual is then allowed to seek review of the Committee's appeal decision by the Certification Board. A separate request for review by the Board must be submitted. The Board will review the appeal at the next scheduled board meeting. The Board typically meets two times a year. Decisions of the Board are final. All decisions of the Committee or the Board are communicated in writing only.

Exception Requests

As noted in the "Eligibility" and "Recertification" sections of this Candidate Handbook, candidates must meet certain requirements to be eligible to sit for a certification exam or to obtain recertification. Candidates seeking exceptions to these requirements may do so as described below.

Eligibility Exception Requests

Candidates may request an exception to attestation and eligibility requirements to sit for the certification exam by completing the appropriate [Exceptions Request/Appeals Form](#). PTAG reserves the right to uphold eligibility requirements as established by the appropriate Certification Board. Decisions concerning exception requests will be communicated in writing only. Candidates may appeal the exception request decision to the appropriate Board. The Board will review the appeal at their next scheduled board meeting. Decisions of the Board are final.

Recertification Exception Requests

Certified professionals may request an exception to the Attestation Requirements for recertification by completing the appropriate [Exceptions Request/Appeals Form](#). PTAG reserves the right to uphold recertification requirements as established by the applicable Certification Board. Decisions concerning exception requests will be communicated in writing only. Certified professionals may appeal the exception request decision to the Board. The Board will review the appeal at their next scheduled appropriate Board meeting. Decisions of the Board are final.

Precedent-based Exception

Candidates/certified members may appeal a precedent-based determination, as described in the Due Process section above, to the Certification Board within thirty (30) days of receiving the decision letter. The Board will hear the appeal at the next scheduled meeting. Decisions of the Board are final.

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