



ICC CERTIFICATION

Appeal

Note: All appeals must be filed within 30 days from the exam date.

Name	
Street Number or Apt.	
City, State, & ZIP	
E-mail Address *	
Phone Number	
Candidate ID Number	
Title of Exam	
Date of Exam	

Type of Appeal	Fee
Appeal (policy)	\$100.00

CONSENT TO RECEIVE EMAIL

Total Amount: \$ _____

Method of Payment Provided: Visa MasterCard American Express Discover

Name as it appears on credit card: _____

Signature: _____

Credit Card Number

Expiration Date

CVV*

ICC will provide you with a written response via email only with your permission.
Otherwise, you will receive the determination by a letter through the U.S. mail.

I, _____ **do/ do not** consent to have the International Code Council notify me of the determination through the email address provided above.

Steps to Appeal

Step 1: Candidates must complete this form and return it to the Candidate Services Coordinator (CSC). Candidates must include a separate and complete statement of each ground upon which the appeal is based. The CSC will make a determination for disposition of the appeal.

Step 2: Candidates who are dissatisfied with the decision of the CSC may request a hearing in front of the ICC Appeals Board. Within 30 days of receipt by ICC of the appeal, candidates will be notified that a hearing will be held. Candidates will receive a written notice of the appeal hearing date, time, and place at least 20 days prior to the scheduled hearing.

Step 3: The Appeals Board will hear the candidate's appeal. Candidates have the right to legal representation if they so choose, at their cost.

Step 4: Within 30 days of the appeal hearing, the report and recommendation of the Appeals Board shall be submitted to the ICC Certification Committee, who will review the appeal and take appropriate action. The candidate will be notified in writing or by email of the decision of the Certification Committee.

For more details on the appeals process, please see ICC Council Policy #1 (CP#01-03).

Send all forms and communication to:

Mail:

Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213

Email: Appeals@ICCSafe.org