



ICC CERTIFICATION

Appeal

Note: **All appeals must be filed within 30 days from the exam date.**
Appeal content must be based solely on the most recent exam taken.

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

Total Amount: \$ _____

PAYMENT AUTHORIZATION
For your security, the Assessment Center elects to collect credit card information via telephone. If paying by credit card, please provide name on credit card and signature to authorize the purchase. If paying by check, mail to address below.
Name as it appears on credit card: _____
Signature: _____

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.

CONSENT TO RECEIVE EMAIL

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 description 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:

International Code Council
Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213

Email: Appeals@ICCSafe.org